Creating and Storing PDF Files

There are times when it is better to create a PDF (portable document file) from an existing file before saving it or emailing it to the document store.

This is particularly useful for complex spreadsheets, for example spreadsheets that have multiple pages or include formulae, where the Gold Viewer is unable to display them properly when viewed from a classic Gold Terminal.

Set Up

The PDF Creator software must be installed on the pc in order to create a PDF document.

PDF Creator is a free tool to create PDFs easily from nearly any application. Ibcos has added this program to the document store directory so that users can easily install it on their pc.

- From an Internet Explorer screen enter the following: <u>http://docstore/ibcos/windows</u> (Where docstore is the name of the document store).
- Click on the PDF Creator setup.exe file.

C Index of /ibcos/windows - Microsoft	nternet Explorer provid	led by Ibo	os Computers Ltd			
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PDFCreator-0_9_5_setup.exe	29-Jan-2009 14:43	15M				
RDPClient_V6.exe	29-Apr-2008 15:14	1.5M				
U2VGA_6.1.0.0301.0101H.exe	05-Jan-2007 18:10	1.5M				
USB_Multi_VGA.zip	28-Jan-2009 15:18	10M				
wdviewer.exe	30-Apr-2008 16:24	12M				
xlviewer.exe	30-Apr-2008 16:24	9.9M				
Apache/2.2.3 (Linux/SUSE) Server a	t dev2ds Port 80					
Done				Second Second Second Second		💐 100% 🔻 💡

- Click on "Run" to install the software. If an Internet Explorer Security Warning message is displayed due to the publisher being unknown, click "Run" again to continue.
- Select "English" as the language.
- Set up PDF Creator Click "Next" to continue.

🕞 Setup - PDFCreator	
PDFCreator	Welcome to the PDFCreator Setup Wizard
	This will install PDFCreator 0.9.5 on your computer.
	It is recommended that you close all other applications before continuing.
	Click Next to continue, or Cancel to exit Setup.
pdfforge.org	
	<u>N</u> ext> Cancel

• License Agreement

Read the licence agreement then select: "I accept the agreement" and click "Next".

😼 Setup - PDFCreator	
License Agreement Please read the following important information before continuing.	PDF
Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.	
PDFCreator About PDFCreator With PDFCreator you can create Adobe® Acrobat® files, also known a Portable Docement Format (PDF) files on Windows PC. PDFCreator is a printer driver; it transforms the generic printer command O I accept the agreement ③ I do not accept the agreement	s Is
< <u>B</u> ack Next >	Cancel

• Type of Installation

Select "Standard Installation" and click "Next to continue.

• Printer Name

Choose a printer name. It is recommended that the default name of "PDFCreator" be accepted. Click on "Next.

• Select Destination Location

It is recommended that the default of C:\Program Files\PDFCreator be accepted. Click on "Next".

j₽ Setup - PDFCreator		
Select Destination Location Where should PDFCreator be installed?		
Setup will install PDFCreator into the following folder.		
To continue, click Next. If you would like to select a different folder, click Browse.		
C:\Program Files\PDFCreator Browse		
At least 19.5 MB of free disk space is required.		
< <u>₿</u> ack <u>N</u> ext > Cancel		

• PDFCreator Toolbar

Click "Next" to continue.

• Select Components

It is recommended that the option for "PDFCreator Toolbar for Internet Explorer and Firefox" is unselected before continuing. Un-tick this option then click "Next".

• Select Start Menu Folder

Accept the default start menu folder or tick the option for "Don't create a Start Menu folder". Click on "Next".

ibcoscomputers gold fact sheet

💤 Setup - PDFCreator
Select Start Menu Folder Where should Setup place the program's shortcuts?
Setup will create the program's shortcuts in the following Start Menu folder.
To continue, click Next. If you would like to select a different folder, click Browse.
PDFCreator Browse
Don't create a Start Menu folder
< <u>Back</u> <u>N</u> ext > Cancel

• Select Additional Tasks

The option to "Create a desktop icon" can be un-ticked if this is not required. Click on "Next.

🚏 Setup - PDFCreator	
Select Additional Tasks Which additional tasks should be performed?	PDF
Select the additional tasks you would like Setup to perform while installing PDFCreator, then click Next.	
Additional icons:	
Create a desktop icon	
For all users	
For the current user only	
Create a <u>Q</u> uick Launch icon	
Other tasks:	
Associate PDFCreator with the .ps file extension	
Create an entry in the Windows Explorer context menu	
< <u>₿</u> ack <u>N</u> ext > Ca	ncel

• Ready to Install

Review the settings then click "Install" to continue.

• When the installation is complete, click "Finish".

Storing a Spreadsheet as a PDF and Emailing to the Document Store

- Open the spreadsheet (or other document) in the normal way.
- Select "Print".
- Change the Printer to "PDFCreator" using the drop down list.

Print		? 🛛
-Printer Na <u>m</u> e: Status: Trile		Properties
Type: PDFCreator Where: PDFCreator:		
Comment: eDoc Printer		Print to file
Print range	Copies Number of <u>c</u> opies:	1
Print what C Selection C Entire workbook (• Active sheet(s)		☑ C <u>ol</u> late
Preview		Close

Note: if the spreadsheet has multiple pages, select "Entire Workbook". Click "OK" to continue.

• In the PDFCreator window enter details such as a "Subject" if required.

PDFCreator 0.9.5	×
Document <u>T</u> itle:	
Profit	
Creation Date:	
20030611120649	Now
Modify Date:	
20090611120651	Now
Author:	
roslin	
Su <u>bj</u> ect:	
CUST 1200	
Keywords:	
After saving open the document with the default program.	
Cancel Wait · Collect Options eMail	<u>S</u> ave

Click on "eMail".

- Select a directory. This could be a temporary directory and is used to create the file ready for emailing.
- The file will be created and attached to a blank email (using the default email program) ready for sending.

🖾 CUST 1200 - Message (HTML)	
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Normal • Arial • 10 • 🛕 B I U 三喜喜臣 註 律 律	
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Subject: CUST 1200	
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Profit.pdf	

• Enter the email address for the Gold Document store and click "Send", for example with a subject line of CUST 1200 to store against customer account 1200.