



## Training Handout: Creating (using CutePDF Free Shareware) and Uploading PDFs

PDF (Portable Document Format) - requires Adobe PDF plugin to view. Certain file types like PDF files work best in web browser – less likelihood of Pop Up Blockers blocking access. End users do not need software/program file created in (i.e. PowerPoint, Word).

Step 1 - Install the program on your computer. If it is already installed, skip to Step 2.

- Go to <http://www.cutepdf.com/Products/CutePDF/writer.asp> and download both files listed on the left side of the window ([CutePDF Writer version 2.5](#) and [GPL Ghostscript Converter version 8.15](#), listed as “Free Download” and “Free Converter”).
- You may be tempted to download the “CutePDF Writer Companion,” which is an add-on program for CutePDF. It is recommended that you do not, as this “free” program is with “WhenU Save,” a program that delivers pop-up advertising on your desktop.
- Install GPL Ghostscript converter by double-clicking on “converter.exe” file. When the window with the black background disappears, installation is complete.
- Install CutePDF Writer by double-clicking on the “cutewriter.exe” file. If you get a security warning upon launching the installer, click “Run.” You will then need to “OK” in a series of dialogue boxes that appear.
- Close all programs and restart your computer.

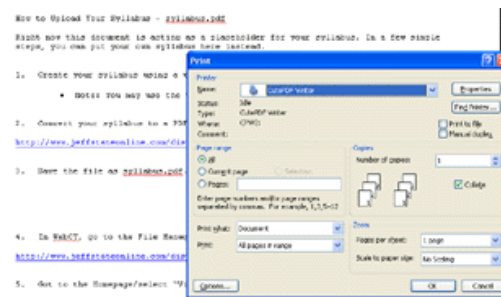


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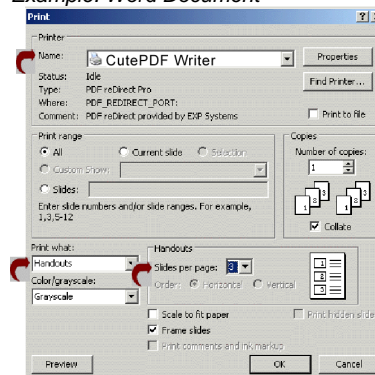
Step 2 - How to use:

- Open Document (i.e. Word or PowerPoint).  
**Note:** Check file size and delete unnecessary images and backgrounds.
- When you are ready to convert the document, click “File→Print...”  
Select CutePDFWriter under printer name.  
**Note:** Your default printer should appear under “Printer Name.” Use the drop-down menu to change the printer to “CutePDF Writer.”  
**Note:** If PowerPoint slides, select handouts under ‘print what’; select slides per page under handouts. Select OK.
- In the next dialogue box, select the target location for your PDF file, then click “OK.”

**Note:** If Acrobat Reader is not installed on your computer, it may be downloaded from <http://www.adobe.com/products/acrobat/readstep2.html>.



Example: Word Document

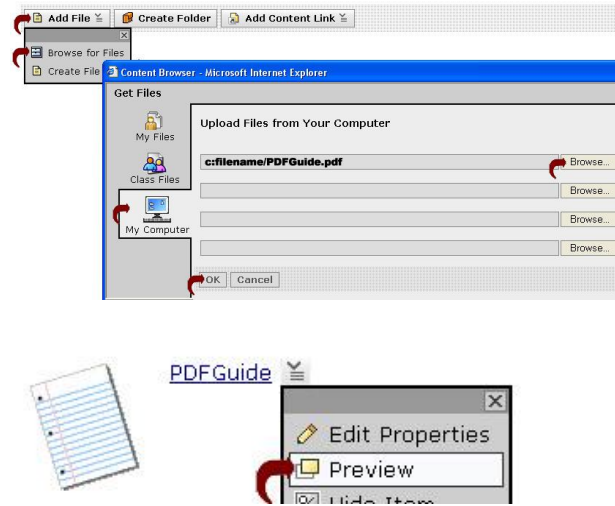


Example: PowerPoint

How to upload single file to Blackboard:

In Blackboard, upload file to course site

- Select 'Add File' and 'Browse for File.'
- Under 'Get Files' select 'My Computer.' Browse for file (your computer's file manager appears).
- Locate and select the file on your computer or flash drive.
- Select OK.
- Select the Edit Properties to change the title of the link.
- Select the Preview option under the Action Menu to view the file.



How to upload file(s) to course site through the File Manager:

**Note:** Use the File Manager to manage files and folders by uploading, copying, moving, downloading, zipping, or deleting them.

In Blackboard, upload file(s) to course site:

- Select 'File Manager' under Designer Tools (Build Tab).
- Under 'Get Files' select 'My Computer.' Browse for file(s) - (your computer's file manager appears).
- Locate and select the file on your computer or flash drive.

**Note:** You can add multiple files.

- Select OK.
- Your file(s) are now uploaded to the File Manager.

