

NAVODILA ZA PRETVORBO DOKUMENTA IZ FORMATA WORD (.DOC) V FORMAT PDF (.PDF)

Za pretvorbo dokumenta v Wordovem formatu (doc.) v Adobov format (.pdf) je potrebno namestiti program, ki bo omogočal pretvorbo. V novejših verzijah Microsoft Office je lahko možnost pretvarjanja v PDF že privzeta (v obliki zavihka pri urejanju dokumentov ali pri izbiri tiskalnika), v nasprotnem primeru je potrebno namestiti PDF pretvornik. Takih programov je več, na voljo so tudi brezplačno in so enostavni za uporabo. Eden izmed njih je program **CutePDF Writer**, ki je dostopen na spletnem naslovu <http://www.cutepdf.com/Products/CutePDF/writer.asp>.

Namestitev

Na osnovni spletni strani CutePDF Writer se na levi strani nahajata dve povezavi na programa, ki ju potrebujemo za zapis dokumenta v format PDF: Free Download (CutePDF Writer) in Free Converter.

The screenshot shows the website for CutePDF. At the top, there is a blue header with the logo 'CutePDF™ ideas for PDF' and a navigation menu with links for Home, Products, Developer, Support, and Purchase. Below the header, there is a sidebar on the left with a 'CutePDF Products' menu containing links for Overview, CutePDF Professional, PDF Form Filler, and Free PDF Writer. The main content area is titled 'CutePDF™ Writer' and features a sub-header 'Create PDF documents on the fly — for Free!'. The text describes PDF as the de facto standard and explains that CutePDF Writer is a free version of commercial PDF creation software. It highlights that the software is free for commercial and non-commercial use, has no watermarks, and no popup web ads. A section titled 'Have specific and advanced needs above and beyond that of other users?' mentions integration into various environments and the availability of custom redistribution. An 'Installation Requirements' section lists that it supports Microsoft Windows 98/ME/2000/XP/2003/Vista/7 (x86/x64) and requires a PS2PDF converter like Ghostscript, with a link to get the free GPL Ghostscript 8.15. In the sidebar, the 'Free Download' and 'Free Converter' links are circled in red, and there is also a 'Get Zipped Setup' link and an 'FAQs' link at the bottom.

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CutePDF™ Writer

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Portable Document Format (PDF) is the de facto standard for the secure and reliable distribution and exchange of electronic documents and forms around the world. CutePDF Writer (formerly CutePDF Printer) is the free version of commercial PDF creation software. CutePDF Writer installs itself as a "printer subsystem". This enables virtually any Windows applications (must be able to print) to create professional quality PDF documents - with just a push of a button!

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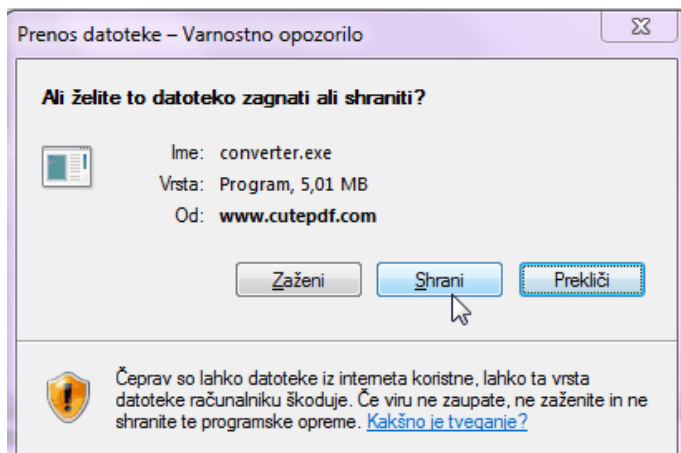
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Installation Requirements

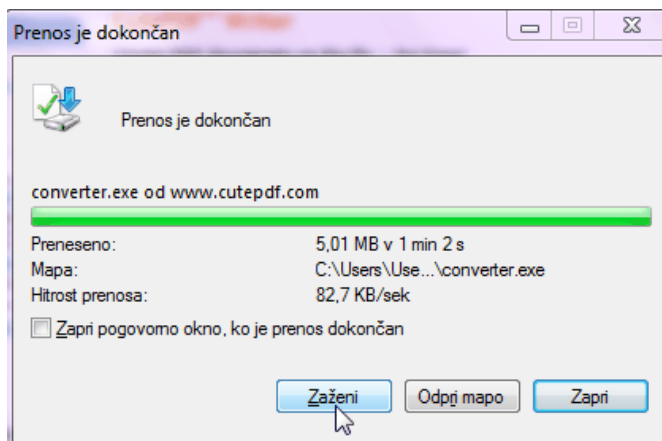
- Supports Microsoft Windows 98/ME/2000/XP/2003/Vista/7 (x86/x64).
- Requires PS2PDF converter such as Ghostscript (recommended). You can get the free GPL Ghostscript 8.15 [here](#).

Kliknemo na vsako povezavo posebej in namestimo oba programa, in sicer najprej datoteko shranimo, nato jo zaženemo. Postopek namestitve:

1.

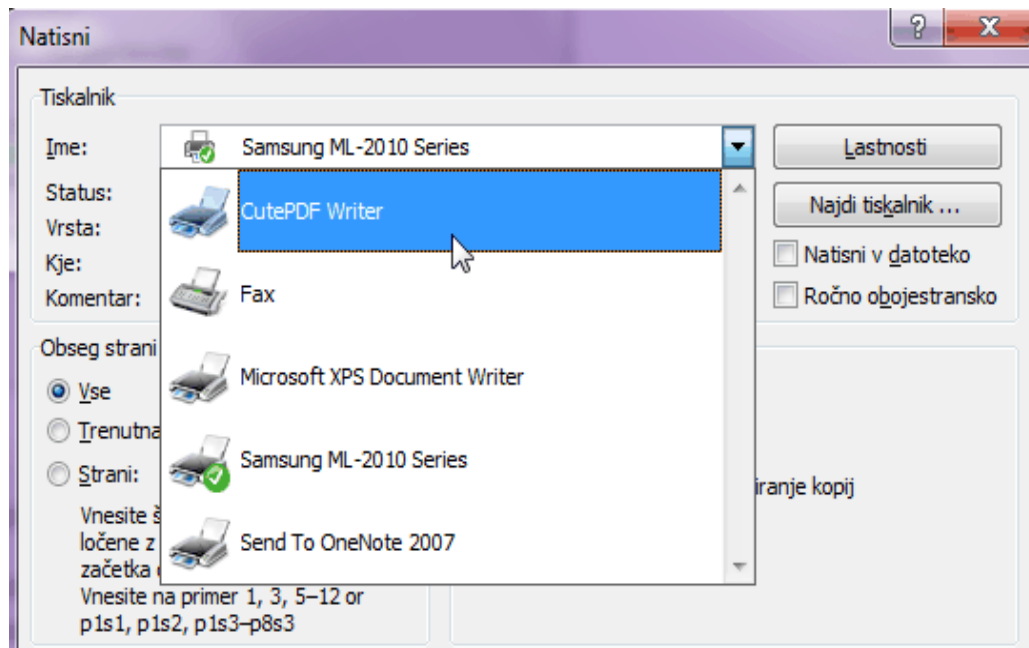


2.



Pretvorba v PDF

Ko je PDF pretvornik nameščen, pretvorba poteka tako, da v trenutno odprtem Wordovem dokumentu izberemo ukaz »Natisni« (kot pri navadnem tiskanju dokumenta) in nato izberemo tiskalnik CutePDF Writer. Dokument pošljemo v »tiskanje«.



Dokument se pretvori in shrani v PDF format.