

Resizing PDF's using CutePDF Writer

These instructions will guide you through the process of resizing your PDF to a smaller size. First you will need to install CutePDF, then "print" the PDF file you are having issues with to a smaller page size.

Acquiring CutePDF Writer

If you do not already have a PDF writer follow these steps to download a free one:

1. In your internet browser type in the following address:

http://www.cutepdf.com/Products/CutePDF/Writer.asp

- 2. You must download and install both the 'Free Download' and 'Free Converter'.
- 3. Click on the <u>Free Download</u> option and choose the '**Run**' option to install it and do the same for the converter.



4. You only need to install this writer and converter once. Once installed follow the next steps to create a PDF from a DynaSCAPE drawing.

How to Resize a PDF

The steps for creating a PDF from an existing PDF are similar to printing a drawing with a standard printer. The only difference is you will be asked to choose a file name and location, with the result being a PDF file is created:

- 1. Open your PDF in Adobe Reader or a PDF reader of your choice
- 2. Cick on the Print command. Select the Cute PDF Writer as the printer you wish to use.



Print									
Printer:	CutePDF	Writer	Properties						
Copies:	ABS PDF	Print in graysca							
	CutePDF	Save ink/toner							
	DynaSCA	Save Ink/toner							
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O Pages Send To OneNote 2010									
More Options									
Page Sizing & Handling (i)									
S <u>i</u>	ze	Poster	Multiple	Booklet					
◯ Fit									
◯ Actual	size								
Shrink oversized pages									
Custom Scale: 100 %									
Choose paper source by PDF page size									

2. Select **Page Setup**. Select **Paper Size** of Arch C or smaller. Choose the appropriate **Orientation** for the PDF.

Print						
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Orienta		DL Envelope[110 x 220 mm]			E	
◯ Aut		E Size ARCH (36x48) Executive				
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3. Click **OK** on the *Page Setup Properties* tab to return to the *Print* panel.



4. A dialogue box will appear requiring you to name your PDF file and choose or change the location of the file (be sure to make note of the location to which the file is being saved as well as the file name!). Click **Save**.



- 5. The drawing will be sent to the print spooler and the PDF will be created.
- 6. Insert the new PDF into DS | Design.