# **PDF** printing

## **PDF** printing from PC CADDIE

TIP Any printing from PC CADDIE can also be done <u>without</u> installed printer as a PDF file. Simply print the document to the screen:

Print		×
An OneNote 2010 send Canon SELPHY CP740 Fax (SHRFAX) HP LaserJet P1005 (U Metafile to EPS Conve Layout: Pages (3-5 or 1;3;6)	Aen (nul) ) (USB002) SB001) rter (FILE) STANDARD Settings Copies 1	Spacing Large Spacing Small Screen Spacing Large Spacing Small
Left margin	0 mm ne <u>T</u> ranslation	Setup Cancel

In the screen print, you can click the above button *Save* (F7) button above:

Print: Me	mbers with email- <date> [Read</date>	v]		
🕽 🔍 💼 Copy 📧 🔁 Save 🖅 📚 Print 🔞 Page 1/1 100% Members with email- <date></date>				
				<b></b>
			_	
	Members with	email- 27.11.18	3	
-			-	
			Printed: 27.11.18, 14:36 h	
No.	Name, first name	Mail	Printed: 27.11.18, 14:36 h	
No.	Name, first name Member, Paul	Mail mpaul@gmail.com	Printed: 27.11.18, 14:36 h 2nd e-mail mpaul2@gmail.com	
No.	Name, first name Member, Paul Member, Petra	Mail mpaul@gmail.com mpetra@gmail.com	Printed: 27.11.18, 14:36 h 2nd e-mail mpaul2@gmail.com	
No. 1 2 PC CADDIE	Name, first name Member, Paul Member, Petra 2018 © 1988-2018 PC CADDIE AG, Horw, Switz	Mail mpaul@gmail.com mpetra@gmail.com	Printed: 27.11.18, 14:36 h 2nd e-mail mpaul2@gmail.com PROBEINSTALLATION: Testclub AG, TestCity	
No. 1 2 PC CADDIE	Name, first name Member, Paul Member, Petra 2018 © 1988-2018 PC CADDIE AG, Horw, Switz	Mail mpaul@gmail.com mpetra@gmail.com	Printed: 27.11.18, 14:36 h 2nd e-mail mpaul2@gmail.com PROBEINSTALLATION: Testclub AG, TestCity	
No. 1 2 PC CADDIE	Name, first name Member, Paul Member, Petra 2018 © 1988-2018 PC CADDIE AG, Horw, Switz	Mail mpaul@gmail.com mpetra@gmail.com	Printed: 27.11.18, 14:36 h 2nd e-mail mpaul2@gmail.com PROBEINSTALLATION: Testclub AG, TestCity	•

The following dialogue opens:

Send PDF by email	×
Rename PDF:	⊠ <u>S</u> enden ★ <u>C</u> ancel
Save directly in CRM F9 Save someplace else F11	

Here you can name the pdf file. To do this, simply enter the following in the line **Name PDF** line. If you also enter **...and send to the following e-mail address** insert an e-mail address and click **Send** the pdf file will be emailed directly from PCC.

You also have the option of saving the file **save the file directly in CRM** or **Save to any location**. If you have selected the second option, the following window will appear.

The printout can be saved directly under the respective document title.

🛀 Ausdruck speichern	×
G O - 💌 ▼ Computer ▼	- 😰 Search Computer 😥
Organize 🔻	u= - 0
<ul> <li>vpworkspace</li> <li>Computer</li> <li>Local Disk (C:)</li> <li>Local Disk (D:)</li> <li>DVD RW Drive (F:)</li> <li>Network</li> <li>MONSTRULETUL-PC</li> <li>Control Panel</li> <li>Control Panel Items</li> <li>Appearance and Personalization</li> <li>Clock, Language, and Region</li> </ul>	<ul> <li>Hard Disk Drives (2)</li> <li>Local Disk (C:)</li> <li>81,4 GB free of 226 GB</li> <li>Local Disk (D:)</li> <li>143 GB free of 238 GB</li> <li>Devices with Removable Storage (1)</li> <li>DVD RW Drive (F:)</li> </ul>
File <u>n</u> ame: Email Save as <u>t</u> ype: Portable Document File (*.PD	▼ DF) ▼ Save Cancel

Once you have saved the document, the following option is available:

Save P	DF	×
	PDF successfully saved!	
2	Open PDF	
	Send PDF as e-Mail	
×	Close	

You can now open the **open the PDF**, send the **send the PDF** as an **e-mail** or close the dialogue with **Close** leave the dialogue.

## **PDF** printing from all programmes

PC CADDIE offers you the option of installing a free PDF printer. The installation is a local installation, i.e. the tool must be installed locally on each PC. For the installation it is of course also necessary that a Windows user with installation rights is logged in.

#### Installation

In the menu, go to **Settings/Macros** and enter the macro "pdf":



Start with  $\textit{\textit{OK}}$  and the following window opens:



Tick the box next to *I accept the licence conditions* (F2) and confirm again with *OK*.

PC CADDIE then offers you the following 2 options:



- 1. The *standard installation* installs the printer on the PC. It is valid for all users.
- 2. The *Customised installation* applies to users who are logged in at the time of installation.

Select an option. Information is then loaded from the PC CADDIE server:

Please wait			
Load information from server			
2.133.119 from 22.556.790 Bytes			
9%			
Cancel			

#### Application

Print any document (from Windows or from PC CADDIE). You will find the PDFCreator in the printer selection:

Print		×
HP LaserJet P1005 (US Metafile to EPS Conver Microsoft XPS Docume PDFCreator (pdfcmon) \\\NBINN057\HP LaserJ	B001) ter (FILE) nt Writer (XPSPort) et P1005 (USB002)	Spacing Large Spacing Small Screen Spacing Large
Pages (3-5 or 1;3;6) Left margin	Copies 1 0 mm e <u>Translation</u>	Spacing Small Setup <u>Cancel</u>

Select this and send the document to the printer. The print window will then open:

٢	PDFCreator				_ 🗆 ×
	Title 1			фро	fforge
	PC CADDIE Mem	bers with email			
	<u>P</u> rofile				
	High Quality (lar	ge file)			-
	▲ Metadata				
	<u>S</u> ubject				
	Keywords				
	Author				
	Prin	nt more docum	ents to merge o	or rearrange ther	m 3 O Save

- 1. The document title is automatically generated by PC CADDIE.
- 2. Here you can see the current time.
- 3. Use this button to send the document directly by *e-mail.*
- 4. **Save** Save the document. If you select this option, the Explorer will then open and you can select the appropriate storage location.