

How to convert documents to PDF for viewing in ISOXpress

To [import external documents](#) to ISOXpress you must first convert them to PDF format. This tutorial will guide you through the steps necessary to [create a PDF file](#) from [any document that is printable](#) -- some 300 file formats including MS Office (Word, Power Point, Excel, Visio, Publisher), CAD drawings, Quark Express, PhotoShop, Illustrator, and others.

To start, you will need to download and install a [PDF Printer](#). Some years ago you had to have a full version of Adobe Acrobat to create PDF documents. Today there are over a hundred similar programs on the market; most are in the price range between 30 and 50 dollars, and many are absolutely free.

We tested most of the [free PDF Writers](#) out there and were surprised how good some of them were. The best are: [doPDF \(www.dopdf.com\)](#); [CutePDF \(www.cutepdf.com\)](#); and [Bullzip \(www.bullzip.com\)](#). In this tutorial we will be using [doPDF](#) (our favorite) to create our PDF documents.

DocExt-02 Updating Flowchart Document Rev.: A
 Effective Date: 1/2/2009 Issued by: Document Control Page 1 of 1
 Apprv. by: Jack Kanhdin - 1/2/2009

2 UPDATE FLOWCHART (In Flowcharting Software)

Step 1: Install the Software

Setup - doPDF 6 printer

doPDF

Welcome to the doPDF 6 printer Setup Wizard

This will install doPDF 6.1 printer on your computer.

It is recommended that you close all other applications before continuing.

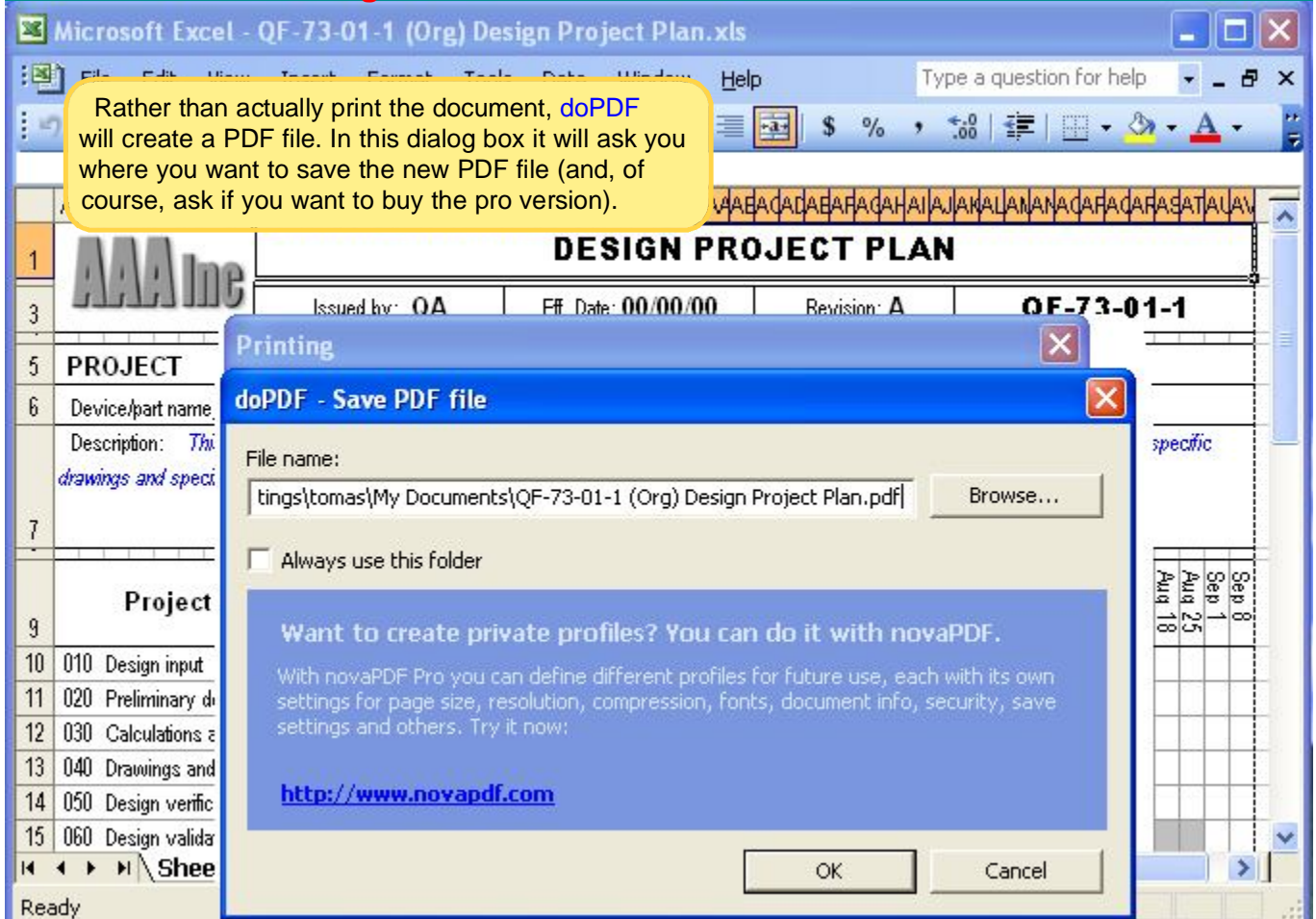
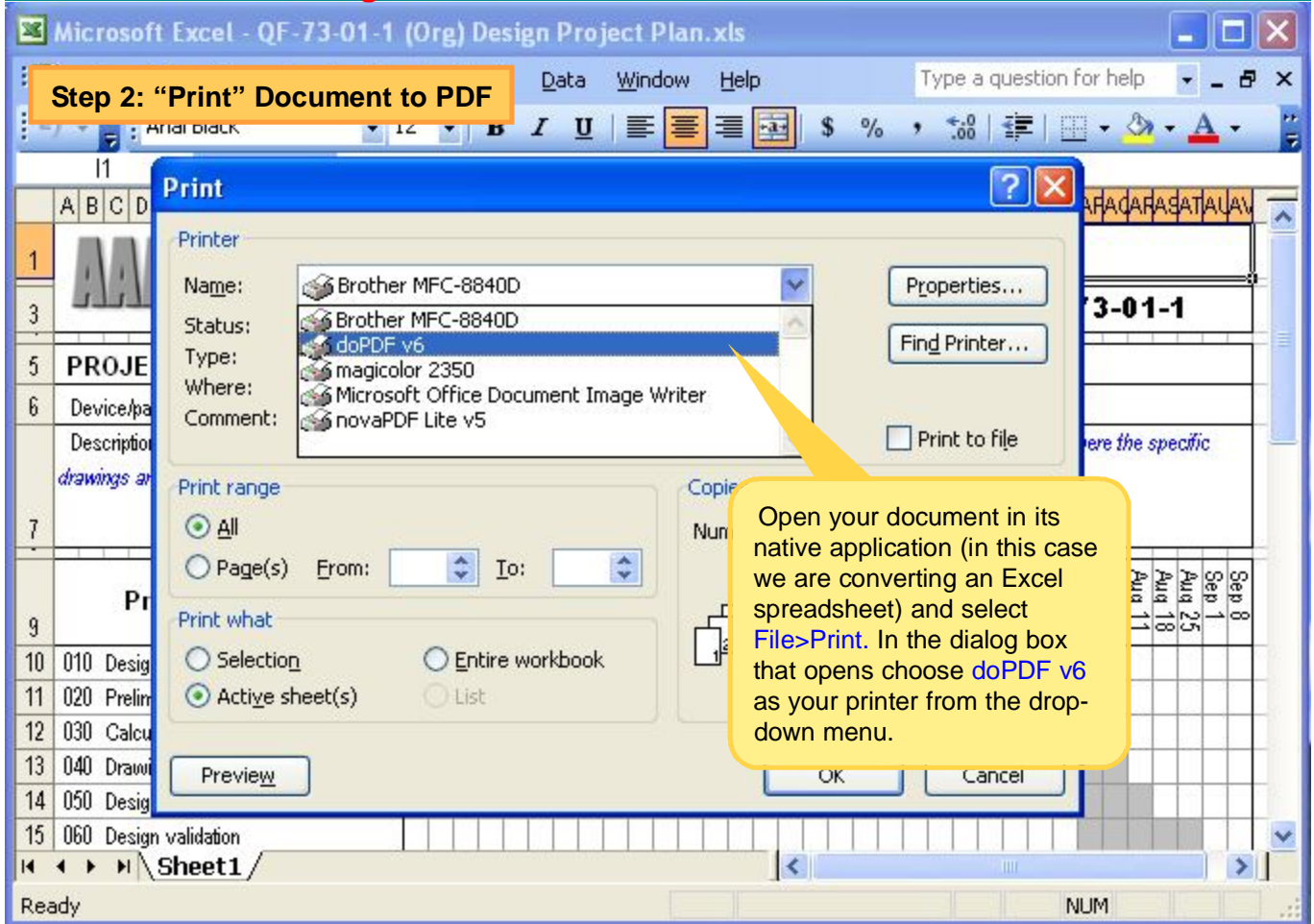
Click Next to continue, or Cancel to exit Setup.

[www.dopdf.com](#)

Next > Cancel

Download doPDF, run the installer, and follow the on-screen instructions to install the software onto your computer.

DoPDF will install just like a printer on your computer; you can even find it by opening the [Control Panel](#) and double clicking on [Printers and Faxes](#)



Folder

Upload/Download Document Files

Step 3: Import the PDF file to ISOXpress

This file is displayed in Adobe Reader (PDF Reader) when users select the document in the Document Menu module.

Help: How to Create PDF Files

QF-73-01-1 (Org) Design Project Plan.pdf

Upload

Download

Delete

Header and Footer

Automatically attach document control header and footer

TIP: If the header is being attached at the side of the document instead of the top, it may be due to the PDF conversion software. To correct this, rotate pages when converting a document. To correct the orientation, check the 'Landscape' option or, if necessary, use the rotation options.

Header orientation

portrait

landscape

Click on the **Import Files** button in the **Document Control** module and upload your newly created PDF file.

Click this button later on if you forget how to create PDF files.

Native Application Files

This is the native (editable) file of the application in which the document was created (Microsoft Word, AutoCAD, PhotoShop, Quark Xpress, etc.).

For composite documents where there are secondary files contributing content (for example, images inserted into MS Word document), upload also these secondary native files, so that you can update the document with the latest version of files necessary to update the document.

File Name
NewFlowchartDoc_Edraw.edx
NewFlowchartDoc_Visio.vsd

Upload

Download

Delete

User Downloadable File

Users will see this document when they click on the **End of Slide Show. Thank You for Watching** button.

*** No User File ***

Upload

Download

Delete

Revision

Control Record

Open in Editor

Import Files

Duplicate

Delete

View/Print

Reload Doc Tree

End of Slide Show. Thank You for Watching