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# **1 Introduction**

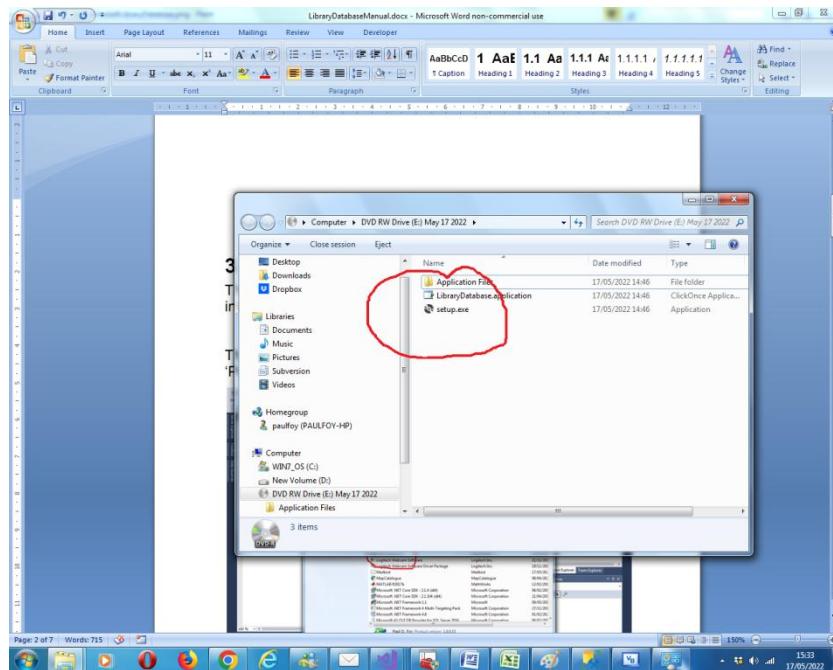
This is a manual for the installation and use of the application 'RTFToPDF'. The program is a Windows, application, for converting an .rtf file to a legal .pdf file. This application will only convert an .rtf file produced by the buttons of the 'TextEffect' application.

## **2 Pre-requisites.**

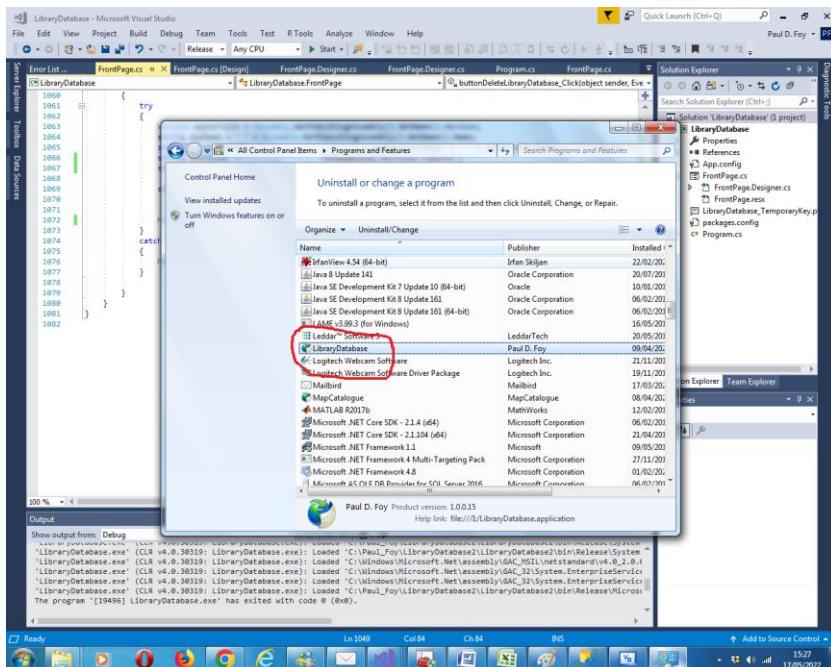
- [1] A PC running Windows 7 or above.
- [2] A USB stick or optical drive containing the program setup files, together with this manual (available online).

### 3 Installation/Removal

The program is installed by inserting the supplied stick or disc into the PC and running the 'setup.exe' program on it.



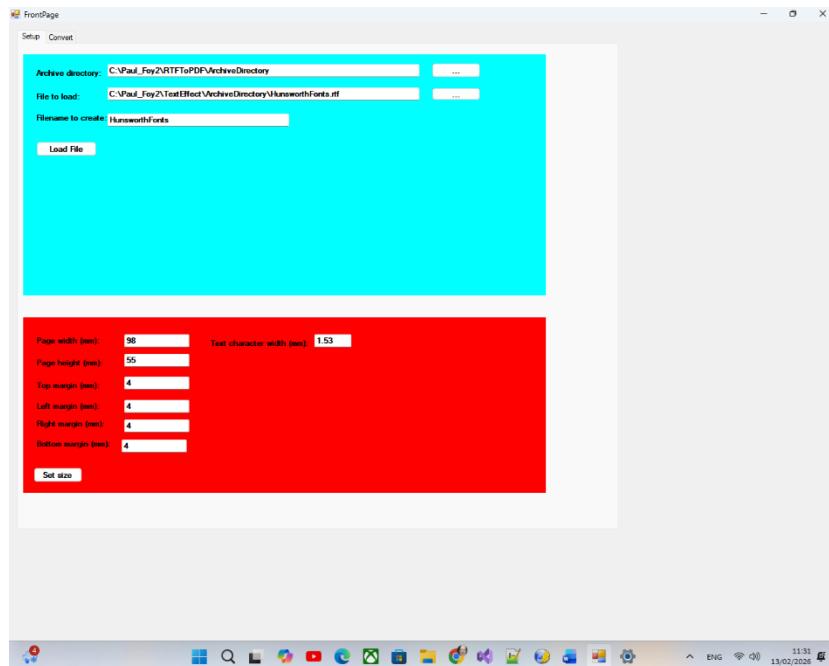
The program can be removed from the PC, by using the 'Program & Features' menu from within Control Panel.



## 4 Use

The application has 2 tabs.

### 4.1 Setup



#### 4.1.1 Upper panel

The upper panel contains files used by the application.

**Archive directory:** the directory where all files are loaded from or saved to.

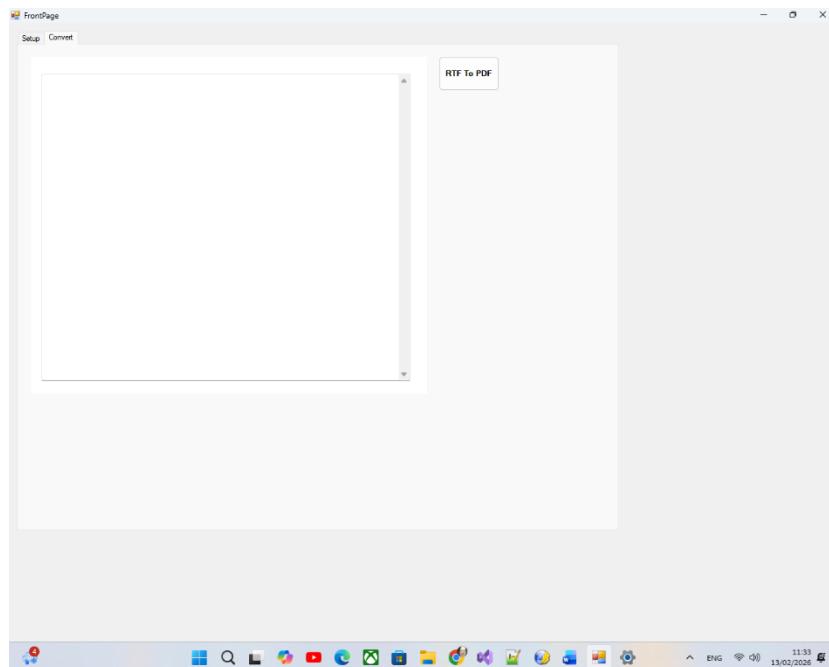
**File to load:** the file name of the .rtf file to load. Upon loading the .rtf file is displayed (with all control codes) in the textBox of the Convert tab.

**Filename to create** this is the filename of the .pdf file to create.

#### **4.1.2 Lower panel**

This panel allows you to configure the dimensions of the .pdf document to produce. There are the page width and height and its four margins. Because the application is a very simple one (a resource simple one) there is the necessity to set the average character width of the text characters on each page. The value provided is for a 10-point font. (10 points is 10/72 inches, and there are 25.4 mm to an inch). Some experimenting will probably be needed here depending upon the fonts being displayed. In reality, each character has a different dimension depending upon the character. A value of 1.75 is recommended as a starting value.

#### 4.1.3 Convert



The button RTF to PDF converts the supplied .rtf file (displayed in the adjacent textbox) to a .pdf file. There is no pagination done. There are no embedded fonts – windows rtf fonts are mapped to the 14 inbuilt standard pdf fonts.

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February 2026