






# Using PrimoPDF

PrimoPDF is a free software program that can be used to create PDF documents from any application that uses the Print command. To obtain and use PrimoPDF follow the steps below.


## To obtain and install a copy of the software:

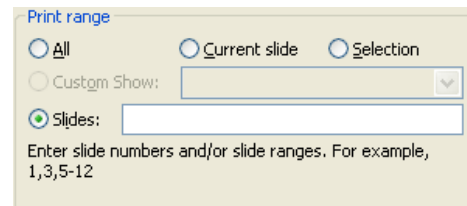
1. Open your internet browser and go to <http://www.primopdf.com/>.
2. Click the  button.
3. Click .
4. In the small window that appears, click the **Save File** button. Be sure you note the location on your computer to which the file is being saved.
5. Locate the **FreePrimo32Setup.exe** file on your computer and doubleclick the file.
6. At the PrimoPDF Welcome screen, click the **Next** button.
7. Read the license agreement and click the button next to “**I agree to the terms of this license agreement**”.
8. Click **Next**.
9. At the **Installation Folder** screen, click the **Next** button. If desired, you can click the **Change** button and change the location of the program installation before clicking **Next**.
10. At the **Ready to Install screen**, click the **Next** button.
11. When the installation is completed, you can select **Yes** to view the User Manual or **No** and **Finish** to complete the installation.

## To produce a PDF of a Microsoft Word file:

1. With a file open in Word, click **File > Print**.
2. Click the dropdown arrow to the right of the **Printer Name** field and select **PrimoPDF**.
3. Click **OK**.
4. To save a PDF version of your file, select **Screen**.
5. If you wish to save the file in a location other than the one that appears in the **Save As** field, click the button containing the 3 periods  and browse to the location where you would like to save the file.
6. Enter a name for the file and click the **Save** button.
7. Click **OK**. Your PDF file should be saved to the location you specified.

## To produce a PDF of a PowerPoint file:

1. With the PowerPoint file open, click **File, Print**.
2. Click the dropdown arrow to the right of the **Printer Name** field and select **PrimoPDF**.
3. In the **Print Range** field, select the slides you want to convert.
4. In the **Print What** field, use the dropdown arrow to the right of the field to choose either **Slides, Handouts, Note Pages** or **Outline View**.
  - Note that if you chose Handouts, you will also need to select options presented under the **Handouts** section.
5. In the **Color/Grayscale** field, select **Color, Grayscale** or **Pure Black and White**.
6. Click **OK**.
7. To save a PDF version of your file, select **Screen**.
8. If you wish to save the file in a location other than the one that appears in the **Save As** field, click the button containing the 3 periods  and browse to the location where you would like to save the file.
9. Enter a name for the file and click the **Save** button.
10. Click **OK**. Your PDF file should be saved to the location you specified.



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