

# CREATING PDF'S

## About PDF (Portable Document Format)

The Portable Document Format was created by Adobe systems as a way to open a document with the correct formatting, fonts, et cetera regardless of what software or computer one has. PDF is now a universal file format, and is most commonly used in creating professional documents. 99.8% of all computers has Adobe Reader installed, which is the only software necessary to open PDF files, and with PDF, your documents look exactly the way you designed it. Remember, when you create any files that you want other people to open, you should ALWAYS convert it to PDF before sending it.

## Using PrimoPDF to create PDF files

*PrimoPDF is only one of the many PDF converters out there. They are called "Virtual Printers" because they work as if you are printing a document. All converters work the same way, so if you don't like this one, there are hundreds out there!*

1. Visit <http://www.primopdf.com/> and click **PrimoPDF: Download – Free**. (Don't click on the NitroPDF download; that is a paying software)
2. Open and install the software after download
3. Open the document you wish to convert (a Word file, Excel file, et cetera)
4. Click Print (just like you'd print a normal file on a printer)
5. Instead of choosing an actual printer, select the PrimoPDF printer from the list, and click "Print"
6. A window will pop up that says "PrimoPDF" on it
7. Select where you want to save the PDF file
8. Click "OK", and your file is converted! Open the new file so you make sure it works

### **Nota bene**

This method only works with Microsoft Windows PC's. If you are using a Mac, you DO NOT need additional software to convert to PDF. All you need to do is click "Print", and click "Save as PDF".

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