

instructional support

Enhancing Teaching and Learning through Technology

Converting Files with PrimoPDF

Installing PrimoPDF

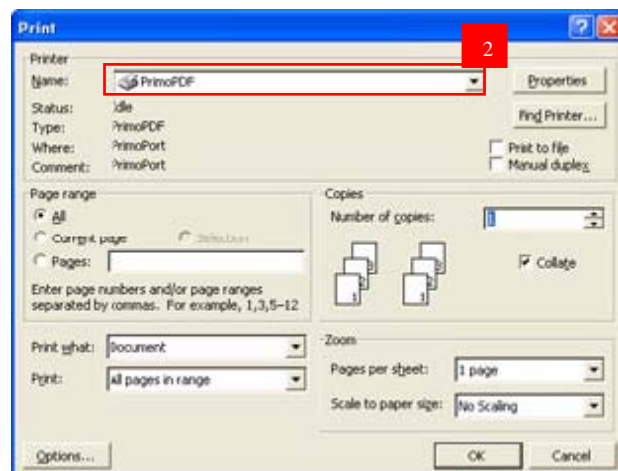
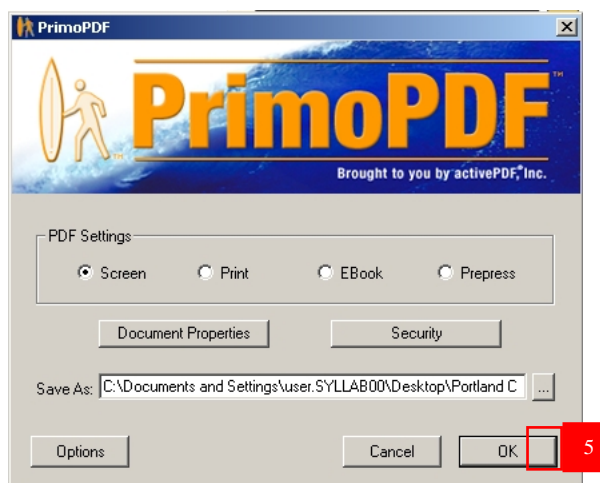
1. Download your FREE copy of PrimoSetup.exe from www.PrimoPDF.com.
2. When prompted for a destination, navigate to your desktop and click **OK**.
3. On the desktop, double-click the file named **PrimoSetup.exe**.
4. Follow the instructions on the screen to complete the installation.

Using PrimoPDF

PrimoPDF installs as a PDF printer. This means you can use PrimoPDF to print your documents to PDF from **any** Windows application just like a regular printer.

To print a document to PDF with PrimoPDF:

1. With the document open, **click File>Print**
2. Select **PrimoPDF** from the list of printers
3. PrimoPDF screen will show up:



4. Choose between Screen (for web delivery), Print (if the viewer will be printing the document), EBook or Prepress.
5. To the right of "Save As": Click the dropdown to select a name and location.
6. Click OK
7. When your PDF is created it will open in Acrobat Reader from Adobe. *If the document does not open in Adobe Reader, it means that the process failed. Redo from step 1.*

Acrobat Reader

If you have PDF viewing software on your computer, the PDF file will automatically open in your viewer. Otherwise, you can download the FREE Adobe Acrobat Reader from <http://www.adobe.com/products/acrobat/readstep2.html>

If you plan on using PDFs with your course, you may want to include this URL for students who do not have Acrobat Reader installed yet.