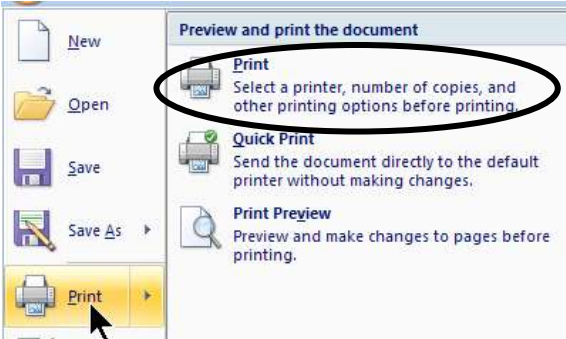


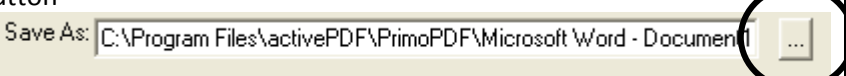

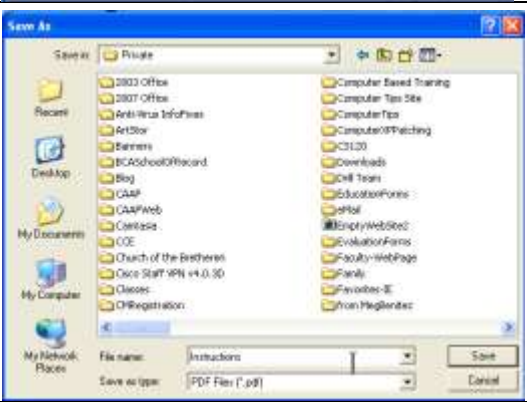
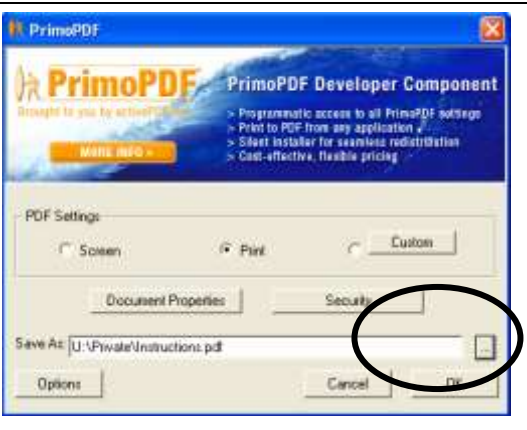
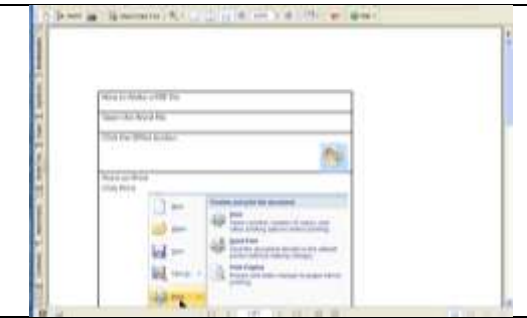


# How to Make a PDF File using PrimoPDF

Examples use Microsoft Word

1.	Open the file	
2.	Go to the Print Menu	
3.	Point on Print Click Print	
4.	In the Print dialog box, click the list arrow next to the printer Select the PrimoPDF printer	
5.	Click OK	
6.	In the PrimoPDF window PDF Settings – select Print	
7.	Save As: Click the browse button	

8.	The Save As dialog box appears	
9.	Navigate to your Private folder Click My Computer Double click your user drive – it has \$ in it Double click Private File name: type a name for the file	
10.	Click Save	
11.	Click OK	
12.	The file is created and displayed in Adobe Reader	
13.	Close Adobe Reader	