

## Creating a PDF File

First - What is a PDF?

Portable Document Format (PDF) is a universal file format that preserves all fonts, formats, graphics and other typesetting attributes of a source (original) document, regardless of what application was used to create the source document. PDF files are most easily viewed using Adobe Acrobat Reader®, which is a free download available from [www.adobe.com](http://www.adobe.com).

**Here are the steps you need to take to install the proper PDF drivers.**

- 1) Open your web browser and go to [www.pdf995.com](http://www.pdf995.com)
- 2) Click on the “Downloads” tab at the top of the page
- 3) You will now need to download the first two drivers
  - a. “PDF995 Print Driver version 9.2” which is 2.5 MB
  - b. “Free Converter version 1.3” which is 9.1 MB*(When downloading, make sure you know where the files are being saved to on your computer so you can find them easily – I would recommend to save them on your “Desk Top”).*
- 4) Locate the downloaded files on your computer and install PDF995 first by clicking on the icon and choosing “Run” then do the same with the Free Converter

**Now you are ready to create your first PDF – here’s how it works.**

- 1) Open the file you want to convert to a PDF
- 2) Select “Print” as if you were going to print the file
- 3) When your print dialog box appears select “PDF995” as the printer and hit “print”
- 4) A box will appear asking you to save your file – select the location to where you want to save the PDF then name your file and hit “save”
- 5) The free version of PDF995 will display a sponsor page in your web browser each time you run the software. Just select “continue using sponsored version” for the first box and close out of the second window by clicking the red “X” in the upper right corner of that box.
- 6) Your PDF file will be in the location you specified and ready for you to use.

Enjoy...

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**<http://eastridgeprint.logomall.com>**