


# PDF File Creation: PrimoPDF

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## Creating a PDF file

- 1) Open the document in the original application (e.g. MS Word, Word Perfect).
- 2) Click File > Print.
- 3) Using the drop-down menu for Name, select the printer labeled **PrimoPDF**.
- 4) Click OK.
- 5) Specify a location where you would like to save your PDF by clicking the Browse button , click navigating to a location on your computer or network.
- 6) Type the name for your PDF file and click Save.
- 7) Click OK.

After PrimoPDF has finished generating your PDF file, the PDF file will be opened up in the PDF viewer installed on your computer (e.g. Adobe Acrobat or Adobe Acrobat Reader).