PrimoPDF

Installing PrimoPDF

System Requirements

In order to install PrimoPDF, your computer should be equipped with the following:

- Microsoft® Windows® 98, Windows ME, Windows 2000, Windows NT®, or Windows XP®
- A minimum of 30 MB of available disk space
- Additional disk space may be required, depending on the size and type of files being converted.

To install PrimoPDF:

- 1. Download the necessary files from <u>www.primoPDF.com</u>.
- 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.

Uninstalling PrimoPDF

To uninstall PrimoPDF:

- 1. Click **Start**, then click **Settings > Control Panel**.
- 2. Double-click Add/Remove Programs.
- 3. Click the Install/Uninstall tab, if your version of Windows includes it.
- 4. From the list of programs, select **PrimoPDF**.
- 5. Click Add/Remove.
- 6. Follow the instructions on the screen to uninstall PrimoPDF.

Using PrimoPDF

PrimoPDF installs as a PDF printer. This means you can use PrimoPDF to print your documents to PDF.

To print a document to PDF with PrimoPDF:

- 1. With the document open, click **File > Print**.
- 2. Select **PrimoPDF** from the list of printers.



Set other printing options as you normally would. Note: <u>Do not</u> select the **Print to File** check box.

3. Click **OK**. The PrimoPDF window appears.



4. Enter a name and location for the PDF file or click **Browse** to select a name and location.

5. Select which configuration to use. The following two options are available:

- For Print Optimized for printing PDF files to standard laser printers.
- For Screen Optimized for onscreen viewing.

6. Click OK.

If you have PDF viewing software on your computer, the PDF file will automatically open in your viewer.