

Creating PDF Files

There is a simple and free method to creating PDF files available. Here are the directions for downloading it and using it.

Download the Software

1. Go to the download page:

www.pdf995.com/download.html

2. Click the *PDF995 Free Converter* download to begin installation. (The PDF Printer Driver is right above it, but if you only install that one, it will ask you to install the converter the first time you use it.) Follow the directions on the screen.
3. At the end of installation, it gives you instructions on how to use it.

Create the PDF file

1. *Open* or create your file, then *Save* your work.
2. Click *Print* from the application your document is in (for example, Word), and in the *Printer: Name* box, select *PDF995* as your printer.
3. You will be prompted to save the PDF file. Make sure you give it a name and location you can remember. This file can then be attached to email to send to the website.