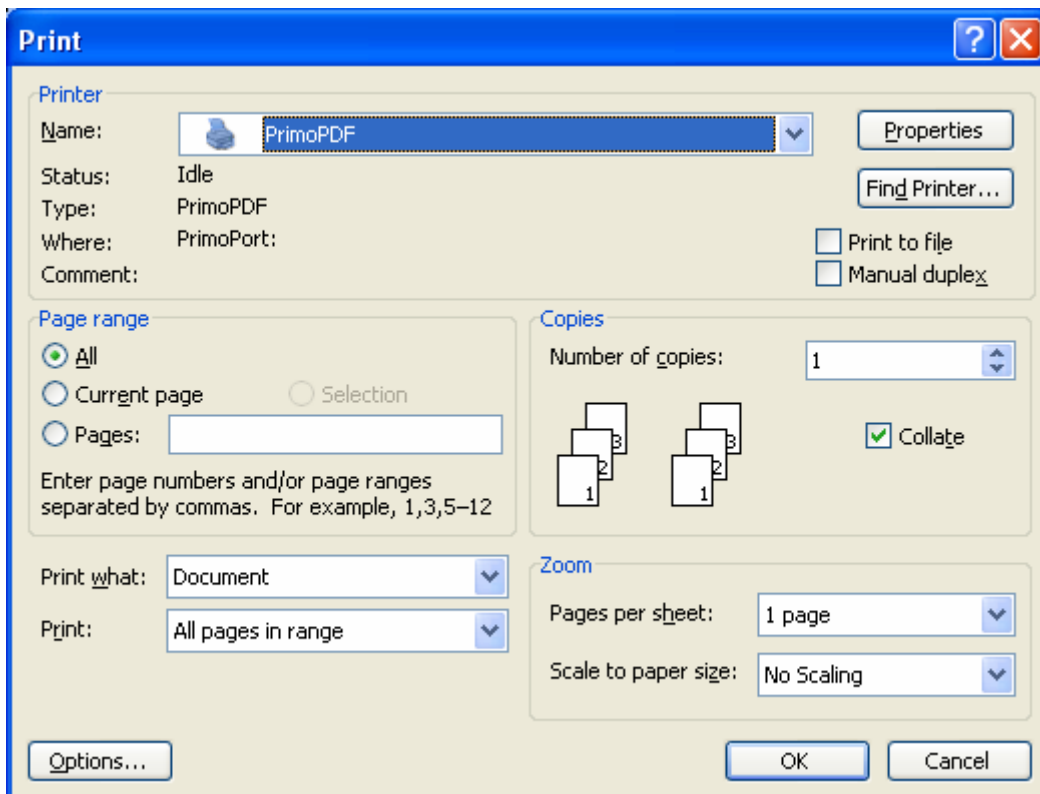
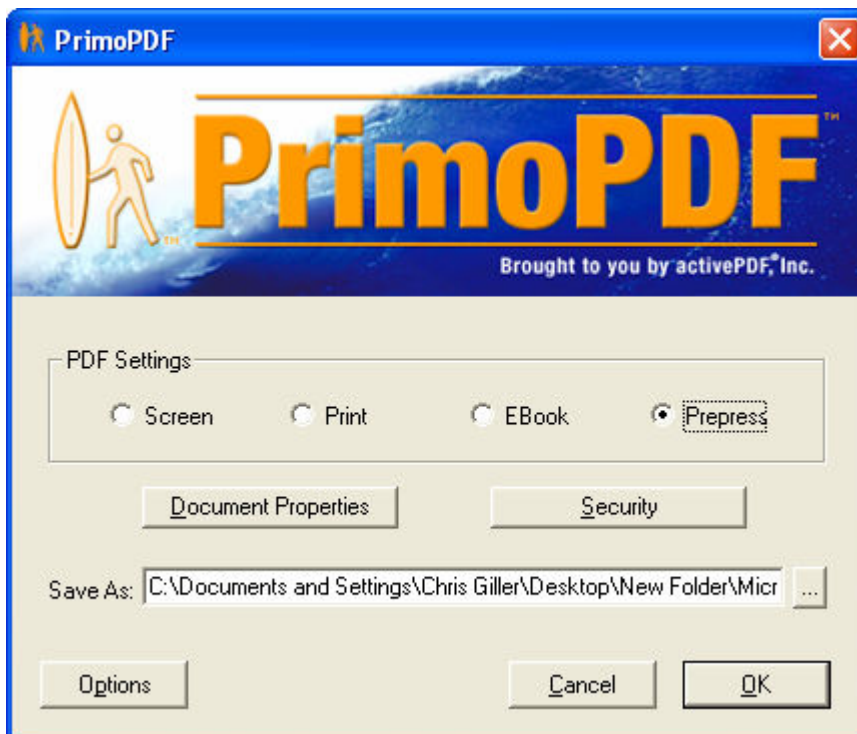


How to create a PDF with PrimoPDF in MS Word or Excel

1. Open document in Word or Excel.
2. Hit **Print**. In the **Printer Name** select **PrimoPDF**. Hit **OK**.



3. A box like the one below will appear.



4. In PDF Settings select **Prepress**. **THIS IS CRITICAL!**
5. Go to the button to the right of **Save As** with three periods. This asks where you want to save the new file. I recommend saving it on your desktop.
6. Hit **Save** and then **OK**.
7. After a couple seconds Adobe Acrobat will pop up and you can view your new PDF.
8. You should see a new icon on your desktop for the file. If you do not then it was saved somewhere else.