

Creating PDF Files with PrimoPDF

About the Adobe Reader

The Adobe Reader is a free program that allows people to access copies of electronic documents that look exactly like the originals, regardless of whether they have the software that created the original document. Anyone with the Adobe Reader can view, print, and save PDF (Portable Document Format) files. Adobe Reader is already installed on campus computers; if you need it somewhere else, you can download it from <http://www.adobe.com>.

Although the Adobe Reader can view, print, and save PDF files, it cannot create them. To create PDF files, you need Adobe Acrobat (a paid program separate from the Reader) or another program. Below are instructions for a free PDF-creation program called PrimoPDF. It's important to realize that PDF format is an *output* format, meaning that it's not intended to be edited beyond very minor fine-tuning. In order to change a PDF file, you need to edit the original file in the original program (e.g., Microsoft Word), and then create a new PDF file.

You may need to create PDF files if you want to distribute a document to a wide variety of people with different computer setups or need to make copies of a highly formatted document available via the web.

Installing PrimoPDF


Note that when upgrading from an earlier version of PrimoPDF, you first need to uninstall the old version by going to Start - Settings - Control Panel - Add or Remove Programs. Once that's done:

1. Go to Start – Network Software.
2. Double-click on “Install PrimoPDF.”
3. Click through the installation screens to install the program.

Using PrimoPDF to create PDF files


1. Open the file you want to convert to PDF (it can be Word, Excel, or any other printable file type).
2. From the File menu, choose Print.
3. From the Printer drop-down box, choose PrimoPDF, then click OK.

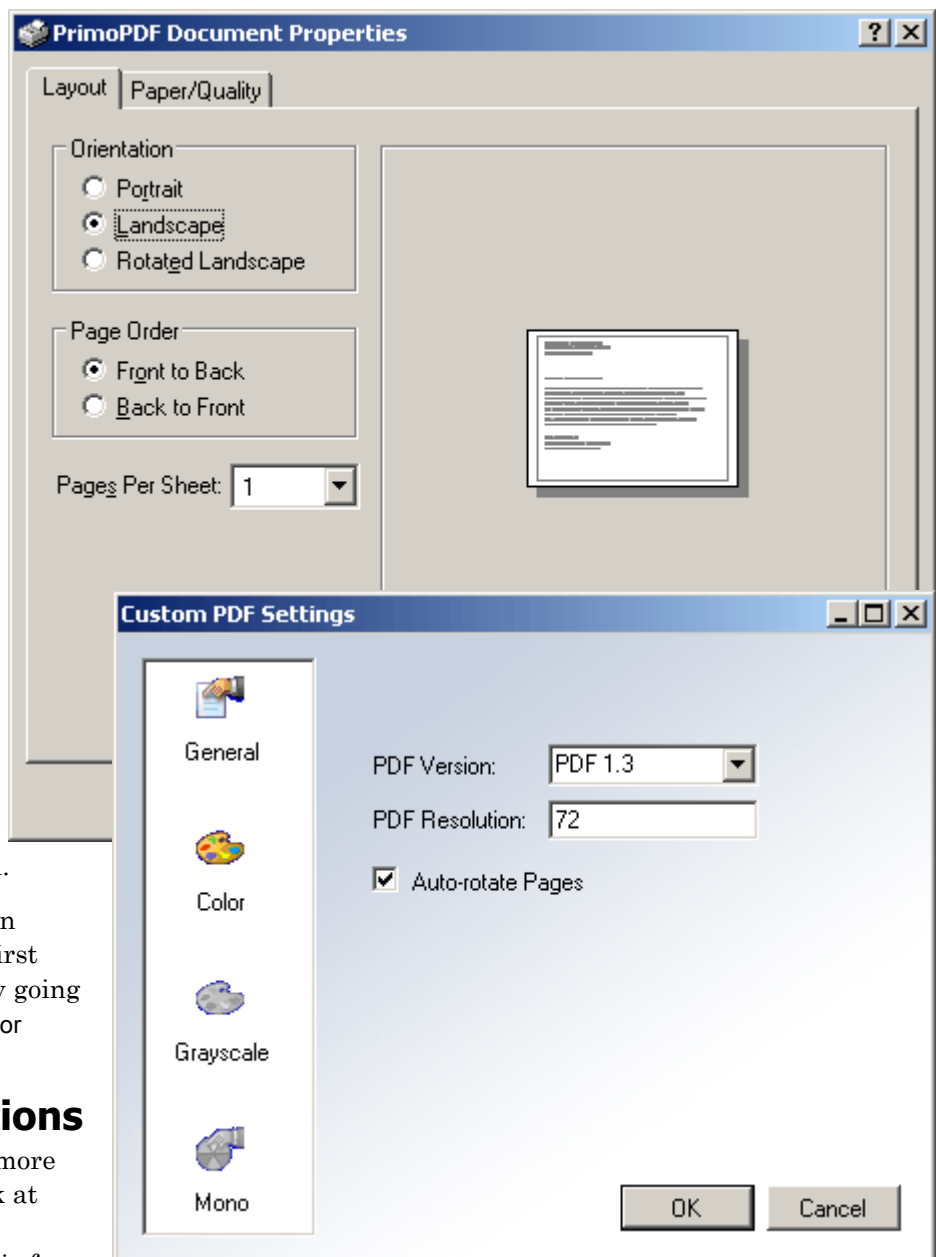


4. When the PrimoPDF dialog box appears (it may take a minute),, choose the appropriate setting:
 - “Screen” produces low-quality files and is not recommended
 - “Print” is best for things that you expect to be printed on a laser or inkjet printer
 - “EBook” is okay for documents that you’re putting on the web that will not be printed
 - “Prepress” is for things being printed at the Copy Center or other print shop
 - “Custom” is usually needed only if you need to convert landscape documents to PDF (see below)
5. Next to the Save As box, click on the browse button  to choose the location and file name for the PDF file. Click Save.
6. Click OK. Once the file is created, it should open in Adobe Reader.

Converting landscape documents with PrimoPDF

PrimoPDF has a small glitch which causes landscape documents to end up sideways. While this is fine for printing, if you’re putting the document on the web, you probably want it to be viewed right side up. In PrimoPDF version 3 there was no way around this, but fortunately in version 4* you can get your PDFs oriented the way you want. To convert a landscape Word or Excel document to a PDF using PrimoPDF v.4:

1. In Word or Excel, go to File - Print.
2. Choose the PrimoPDF printer.
3. Click the Properties button next to it.
4. In the “PrimoPDF Document Properties” window (shown at right), choose Landscape and click OK.
5. Click OK.
6. In the PrimoPDF window, click on Custom.
7. Under General, make sure the “Auto-rotate Pages” box is checked (shown at right) and click OK.
8. Next to the Save As box, click on the browse button  to choose the location and file name for the PDF file. Click Save.
9. Click the Create PDF button.



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Assistance and Questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or helpdesk@snc.edu. The Help Desk is for St. Norbert College students and employees only.