

# Creating PDF Files with PrimoPDF (Windows)

## About PDFs and 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.

## 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/Programs and Features. Once it's uninstalled:

1. Go to Start – Network Software and double-click on “Install PrimoPDF” (if off-campus, download it from <http://www.primopdf.com/> and double-click on the downloaded file).
2. 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.
  - “EBook” is okay for documents that you’re putting on the web that will not be printed.

- “Print” is best for things that you expect to be printed on a laser or inkjet printer. This is a good default setting for most purposes.
  - “Prepress” is for things being printed at the Copy Center or professional printer.
  - “Custom” is not usually needed.
5. With the Save As box set to “Ask when creating PDF,” you will be prompted for the file name and location.
  6. The Post Process box determines what will happen after the PDF is created. If you do not want the PDF to open, change it to “Do Nothing.”
  7. Click Create PDF. You may need to wait a moment for the next window to appear, and in some versions of Windows, it may appear behind your current window. If you don’t see it, look in the taskbar.
  8. Choose the location and file name for the PDF file. Click Save.

**Note:** Older versions of PrimoPDF had a glitch that caused landscape pages to come out in portrait orientation. If you have this problem with landscape documents, you may be using an old version of PrimoPDF. The best solution is to install the latest version.

## **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](mailto:helpdesk@snc.edu). The Help Desk is for St. Norbert College students and employees only.