

## **How to Turn Your Documents into PDF format**

1. Go to this website  
[http://sourceforge.net/project/showfiles.php?group\\_id=57796&package\\_id=53473](http://sourceforge.net/project/showfiles.php?group_id=57796&package_id=53473)
2. Select the [PDFCreator-0\\_9\\_5\\_setup.exe](#)
3. It will ask you to download the file onto your computer (usually the file goes to your desktop)
4. Double-click the icon, located on the desktop (after download it will appear on your desktop)
5. Follow the instructions window by window
6. The PDF software should now be loaded onto your hard drive

Now that you have the PDF software loaded onto your computer you can turn your documents into PDF.

1. Open up the document you would like to turn into PDF
2. Go to File
3. Go to Print
4. Instead of your normal printer, select the PDF Creator Printer
5. Select OK
6. Follow the windowed prompts
7. Save your document

You now have your document turned into a PDF file.