

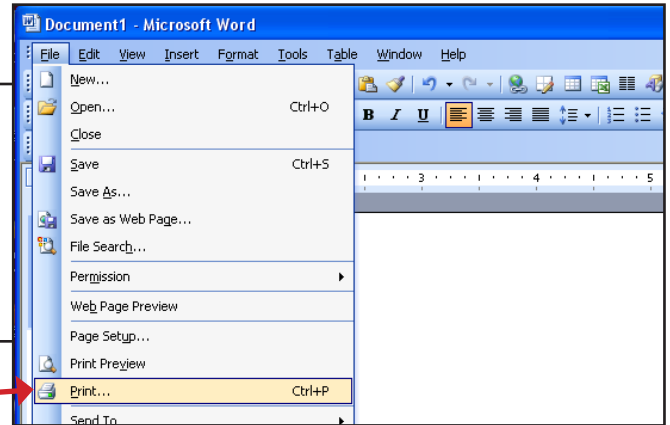
Creating a PDF

Instead of sending Word or Publisher documents, create and share PDFs of your documents. The advantages of creating a PDF are:

- The file size is typically smaller
- Anyone can open them
- They are not easily modified or edited
- The document will appear exactly as you intended including images, fonts and formatting.

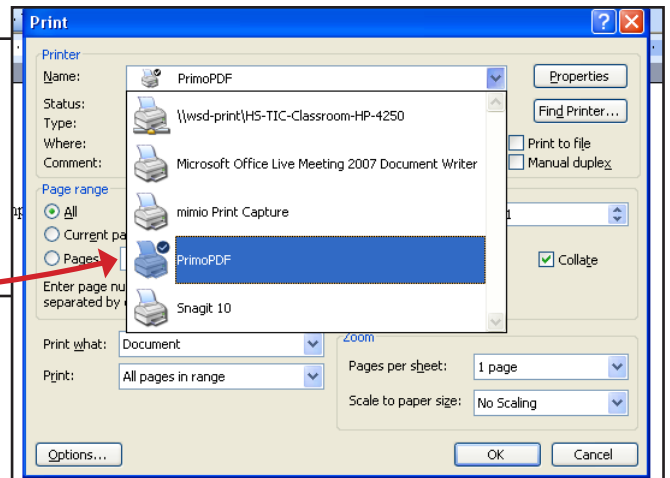
1

Once you have created your document, select PRINT.



2

Select PRIMO PDF as the printer.



3

Select the quality. To be safe, I almost always select PRINT quality. You never know if someone will want to print your document.

Name your document.

Click "Create PDF". Follow the on-screen prompts and save the file as you would any other file.

Now you can share your PDF through email, Google Docs, or post to School Fusion.

