

# PDF conversion utility

Here is a free utility program that will easily convert your documents and flyers to the PDF format. It is called PrimoPDF, and is offered free by a company named NITRO. You can install it on your computer by following these simple instructions.

- 1- Go to web site <http://www.primopdf.com>

There is a DOWNLOAD FREE button as well as an add to get NITRO PRO which costs money. We will use the free version.

- 2- Click DOWNLOAD FREE.
- 3- On the next page, click DOWNLOAD NOW.
- 4- Then on the standard "file download" dialogue you get two options: RUN or SAVE.  
Option 1: click RUN;  
Option 2: if you are worried, click SAVE. When the download ends, you can virus check the file and then execute it.  
Option 1 (RUN) should be safe.
- 5 - Now you have to go through the standard download and install (Option 1) or install (Option 2) procedures which require you to click a whole bunch of I AGREE and NEXT buttons.
- 6- It may take a while ( 2 to 5 minutes) to install.
- 7- If you don't have an acceptable version of .NET, it will ask if you want to download it. Say YES, because otherwise it can't continue the install. When this completes, it may prompt you to restart. Say NO for now in order to allow PrimoPDF to complete its installation. You can do the restart after.

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- This utility is known to work on Windows XP, Windows 7 and 8.
  - Once it is installed, you can use it as if it were a printer or drag your files onto its icon on your desk top.
  - No matter what program you use just do the normal stuff. Then when it is time to print just click the PRINT command or FILE-->PRINT.
  - Once you have the print Dialogue, just click on the PRINTER or the PRINTER NAME drop down list and choose "PrimoPDF" from the list of "printers". The rest is magic. You will get some dialogues that need you to give information and then you will have created a PDF document. It will open in your default PDF reader and you can save it wherever you want.
  - This utility will work with all usual text or picture file formats; but some weird or uncommon formats may not give useful results.

