

## **Download [PRIMO PDF Conversion Freeware](#) to Your Computer**

- When dialog box pops up, choose to RUN program
- If an Internet Explorer- Security Warning pops up, choose RUN again
- The PrimoPDF set up should begin. Click NEXT.
- Continue to click on the NEXT button until installation begins.
- You will need to enter your name and email address to register your freeware.
- Next, click FINISH!
- If it opens up an Internet Explorer box just close it out.

## **Converting Documents to a PDF file**

- Open saved document
- Click on *File* in the top left corner
- Click on *Print*
- When the PRINT box comes up, *click on the down arrow* to find the “new” printer name.
- Choose the *PrimoPDF printer* and click **OK**.
- The *PrimoPDF by nitro PDF software* window will come up.
- Choose the *small square next to the SAVE AS window* and choose where you want to save your document.
- A new “save as” window will appear. Type in the name of the document and choose the location where you want to save it. Click **SAVE**.
- Click the *Create PDF* button at the bottom of the Primo window and your PDF file opens.

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