



Help Sheet

Installing and Using PDF995

Converting Documents to the PDF format.

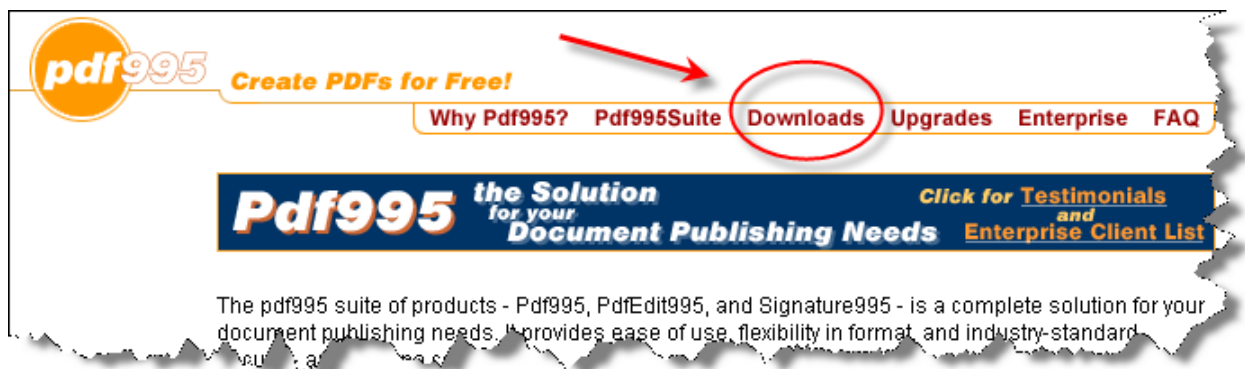
PDF (Portable Document Format) is designed to solve the problem of transporting a file from one software application to another. Your PDF document will look the way you want it to - regardless of the type of computer or operating system the person you're sharing it with has installed. This means a Mac computer can read your document.

PDF is a way to save your document as an image which is also difficult to modify. The PDF can be read by anyone who downloads the free Acrobat Reader, which can be downloaded from the main Adobe website

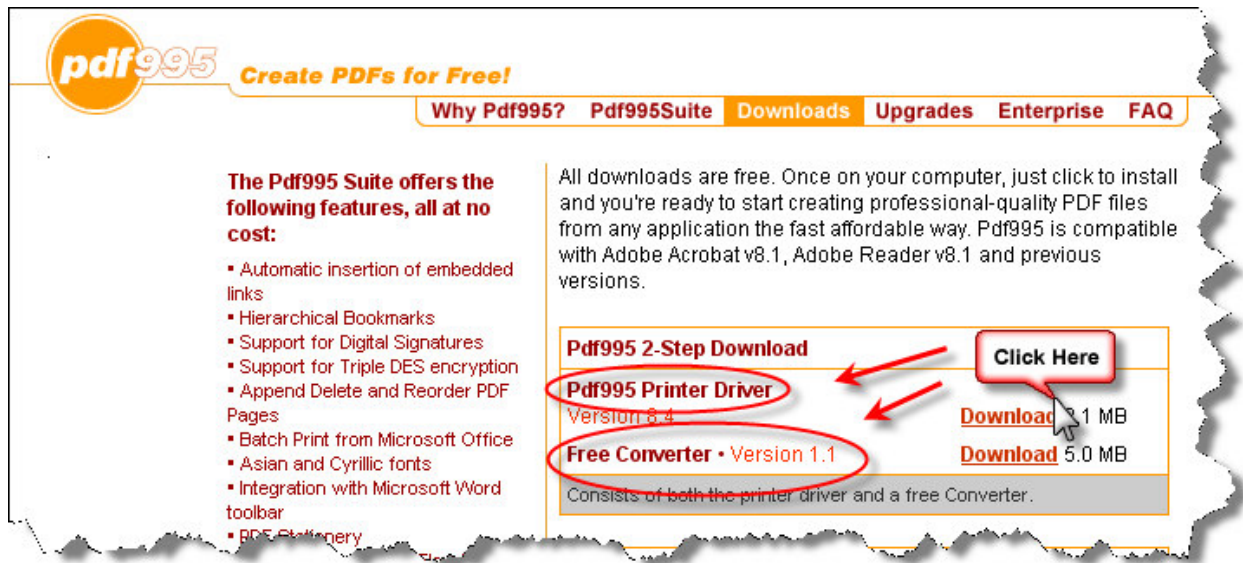
One of the most popular pdf converters is “**pdf995**” which is easy to install and use. Best of all it is **FREE!** The free versions of pdf995 products will display a sponsor page in your web browser each time you run the software. If you would prefer not to see sponsor pages, you may upgrade by obtaining a [key](#) at any time for \$9.95

How to Install and Use pdf995:

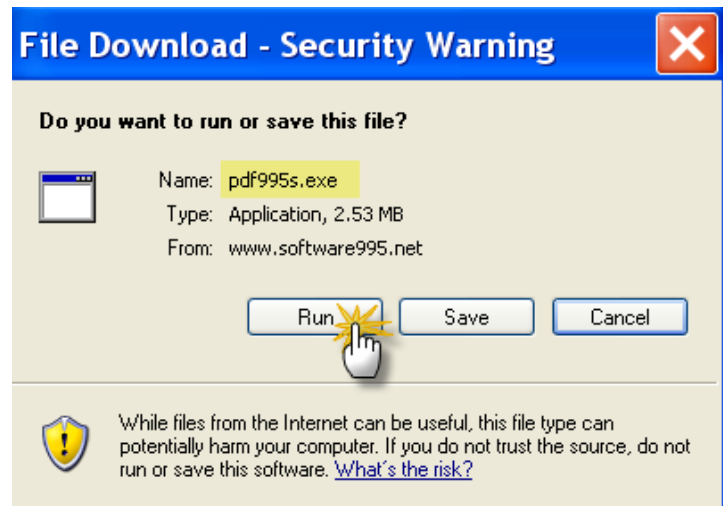
1. Open your browser and navigate to the pdf995 website at:
<http://www.pdf995.com/>
2. Click on the “**Downloads**” link.



3. You need to download both the **Pdf995 Printer Driver** and the **Free Converter**. Click on the “**Download**” links for both files.

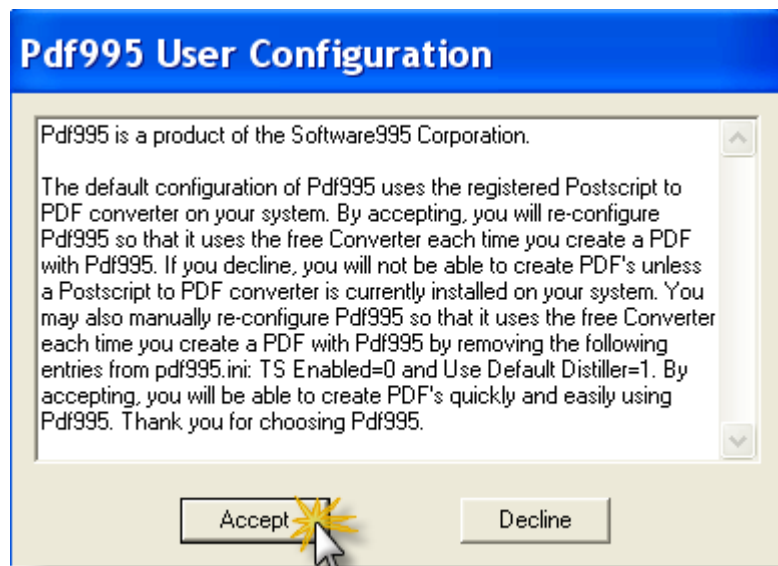


4. Click on the “**Run**” button to install pdf995s.exe

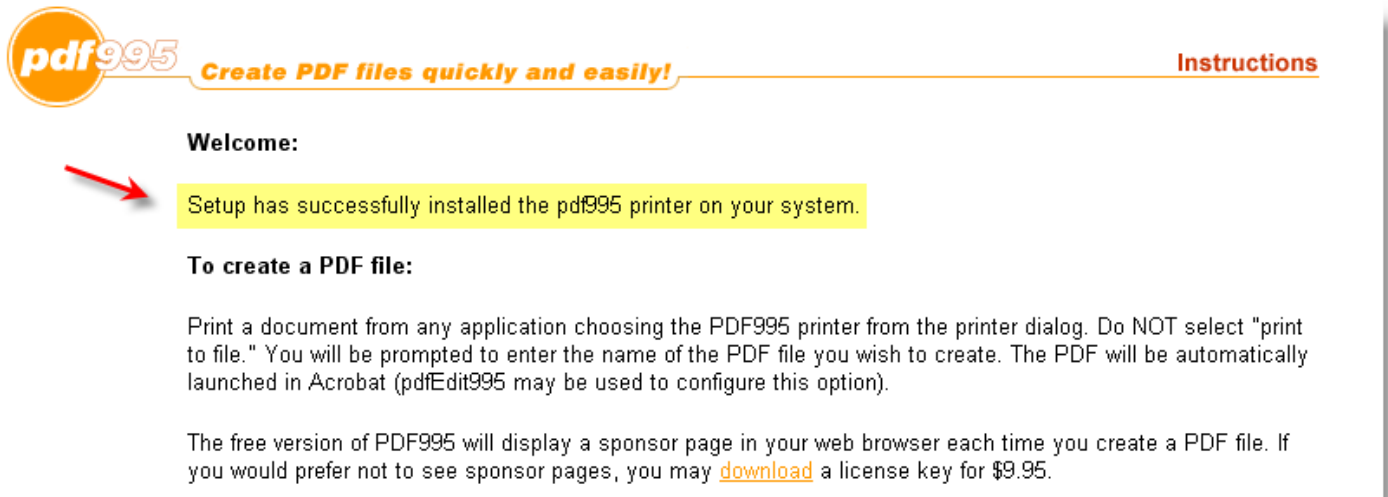


5. This splash screen should appear indicating you are successfully installing the pdf995s.exe file.

6. Click on the “Accept” button.

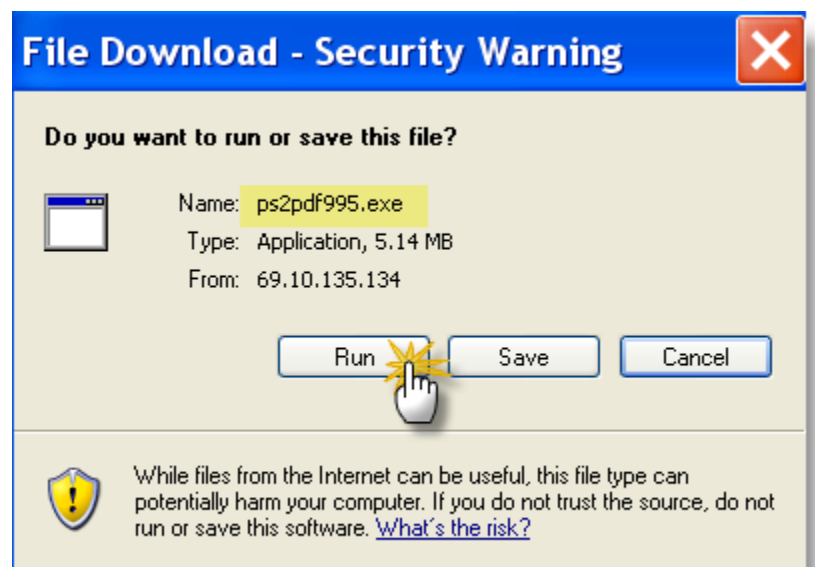


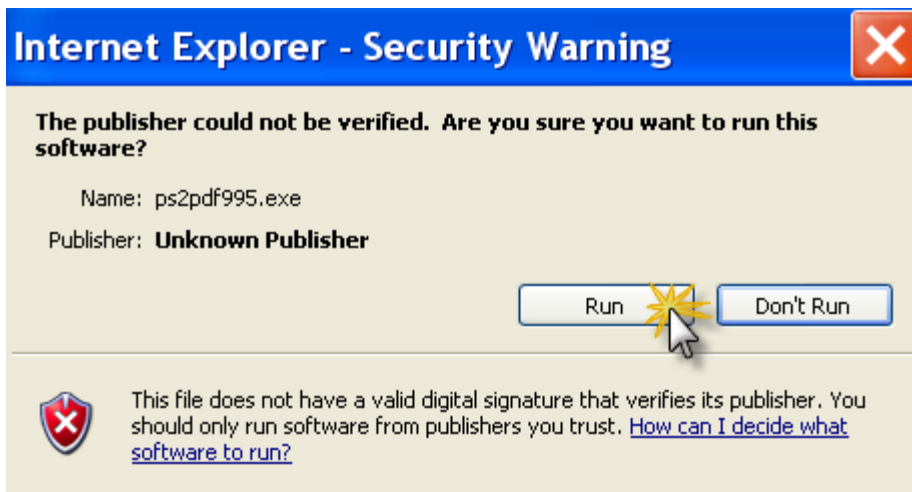
7. You should now see a welcome screen indicating you have successfully installed pdf995.



8. Don't forget to install the “Free Converter” file. Go back to <http://www.pdf995.com/> to install that file.

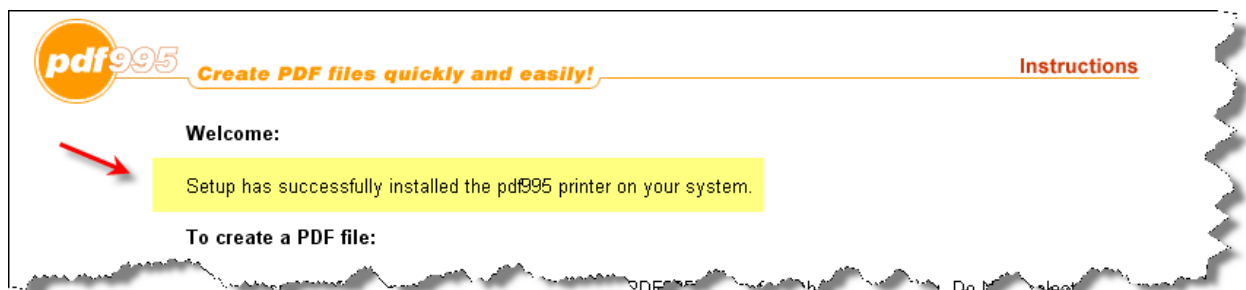
Click on “Run” to install the ps2pdf995s.exe file





9. If you see this screen, go ahead and click **“Run”**.

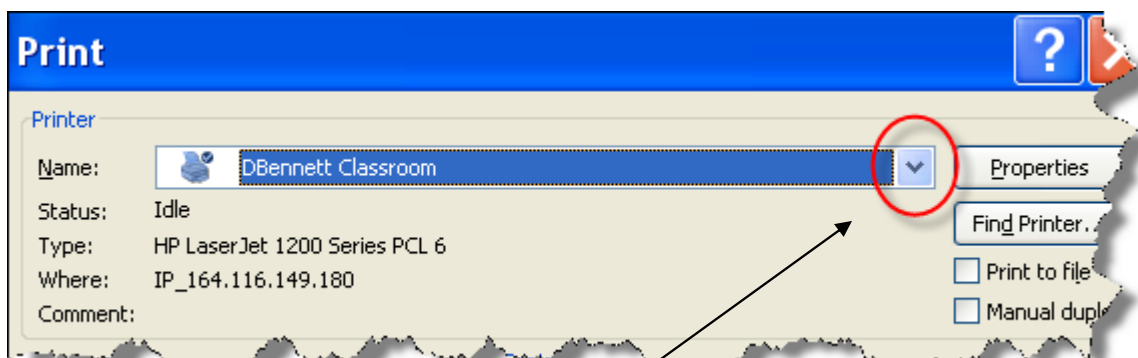
10. Again you should now see a welcome screen.



You are now ready to create a PDF file.

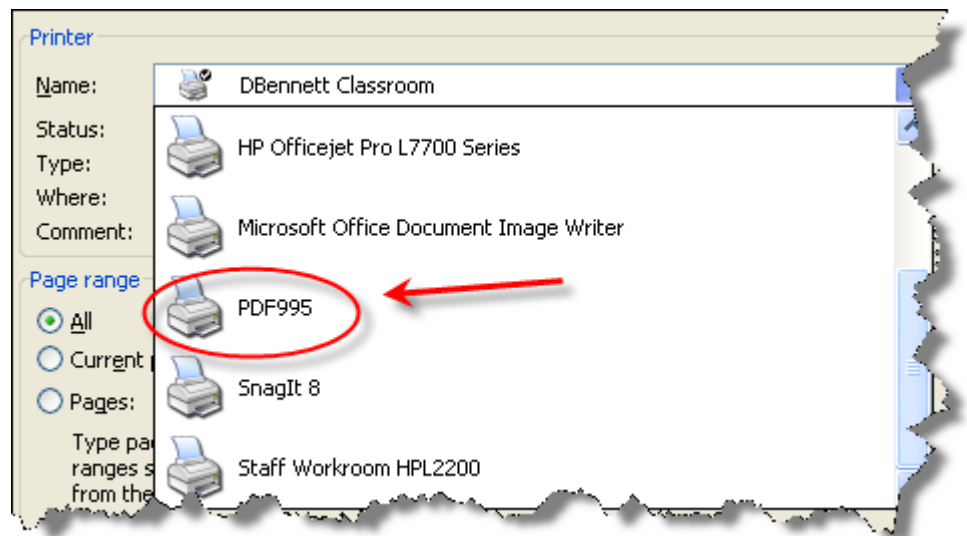
To create a PDF file:

1. With your “Word, Excel, etc.” document open, choose to print it.

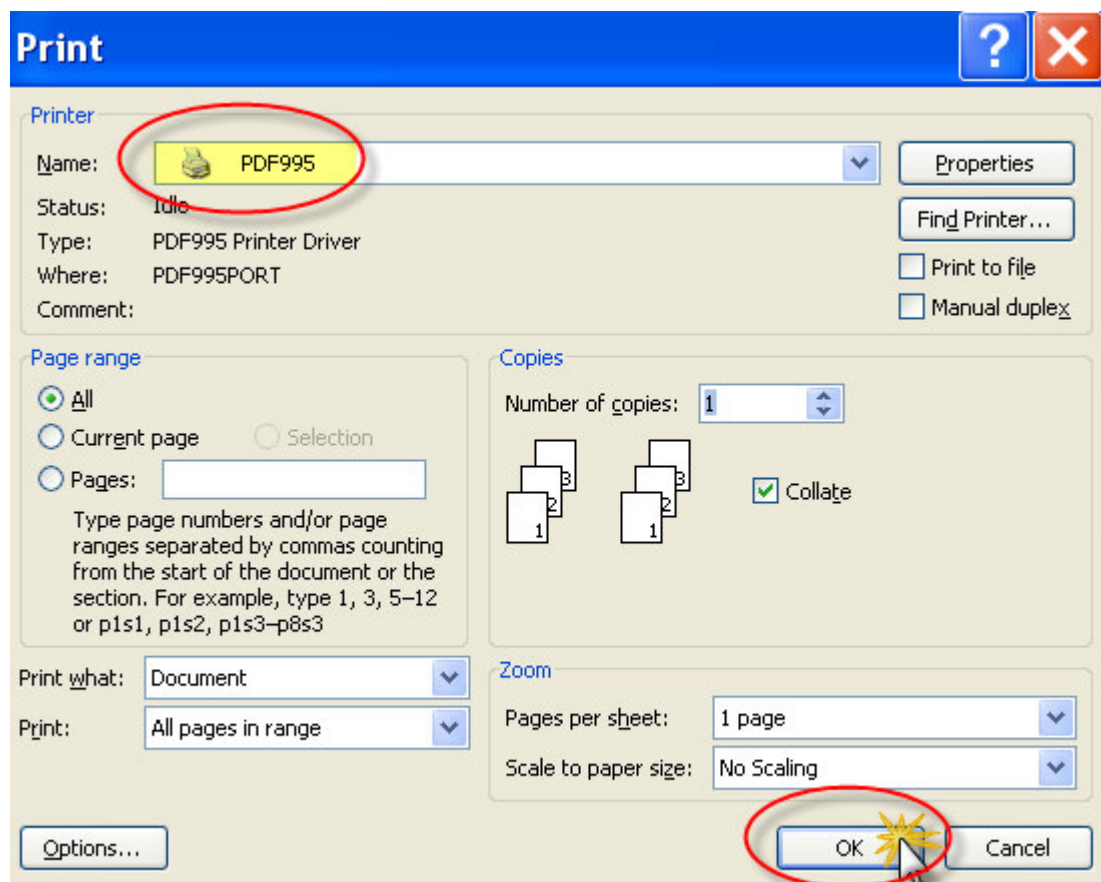


2. Click on the **“down”** symbol  to see additional printer choices.

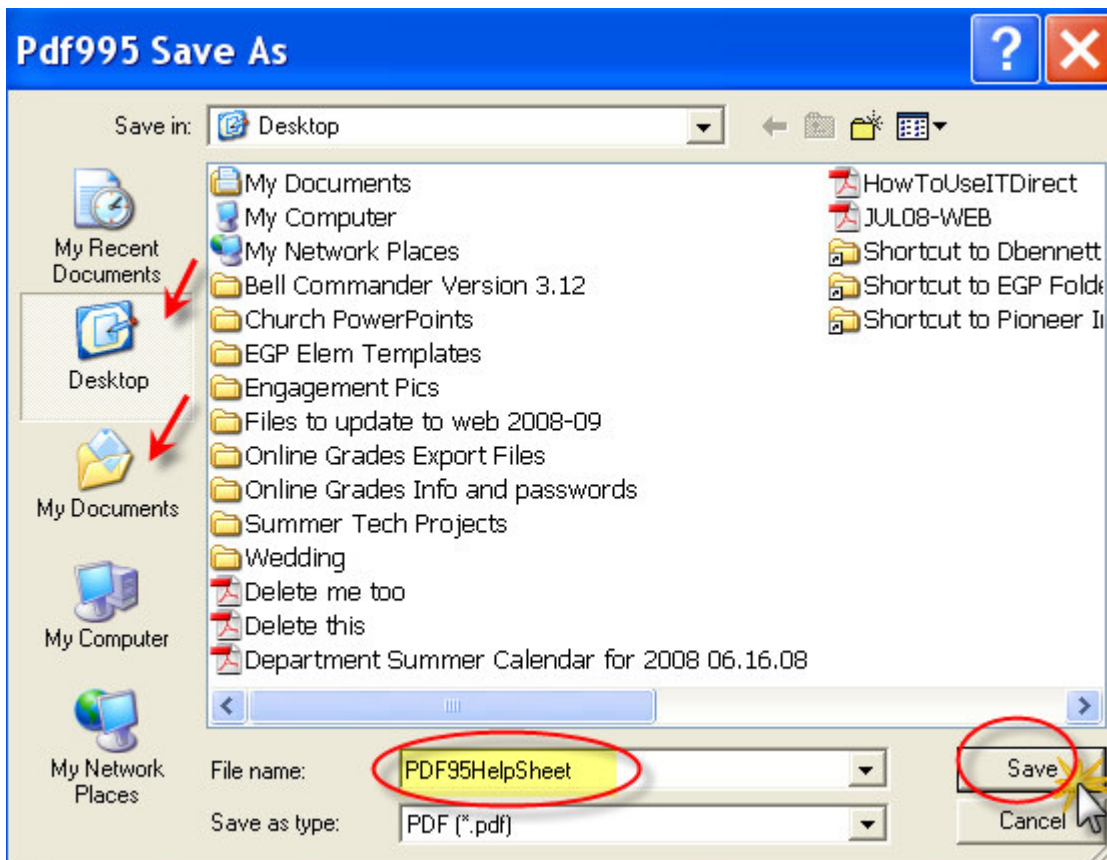
3. Look for the **PDF995** icon. You may have to use the scroll bar to see all choices.



4. Choose “PDF995” and click on the “Ok” button



5. You will be prompted to enter the name of the PDF file you wish to create. Give your file a name and browse to the location on your computer or server where you want to save the file. I would suggest saving the pdf file in the same location as your original document. This makes it easy to find the original document in case you need to edit it and convert it to a pdf format again.



Note: Remember, the free version of PDF995 will display a sponsor page in your web browser each time you create a PDF file. (You **DO NOT** need to be connected to the Internet to use PDF995) If you would prefer not to see sponsor pages, you may [download](#) a license key for \$9.95.

Your document should now be in the pdf format.

