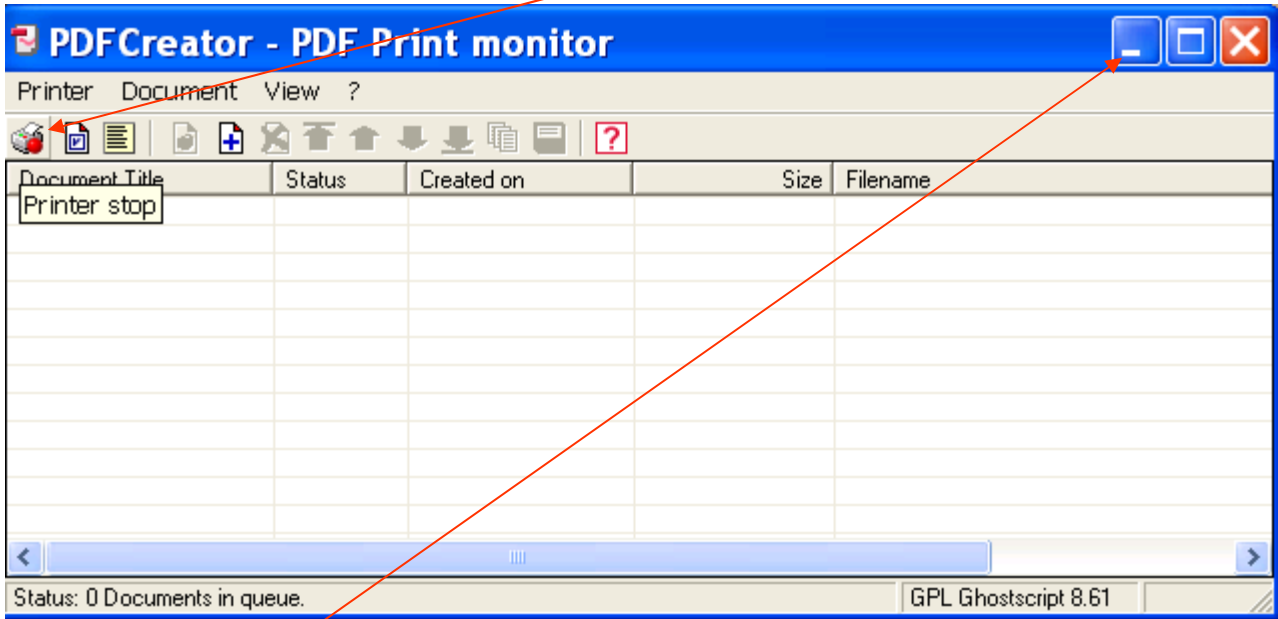


Changing any document (publisher, word, excel, etc.) to a PDF file.

Open PDF Creator

Click on the printer with the green button changing the button to red.

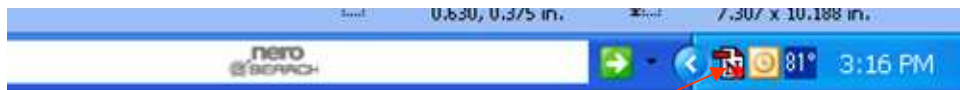
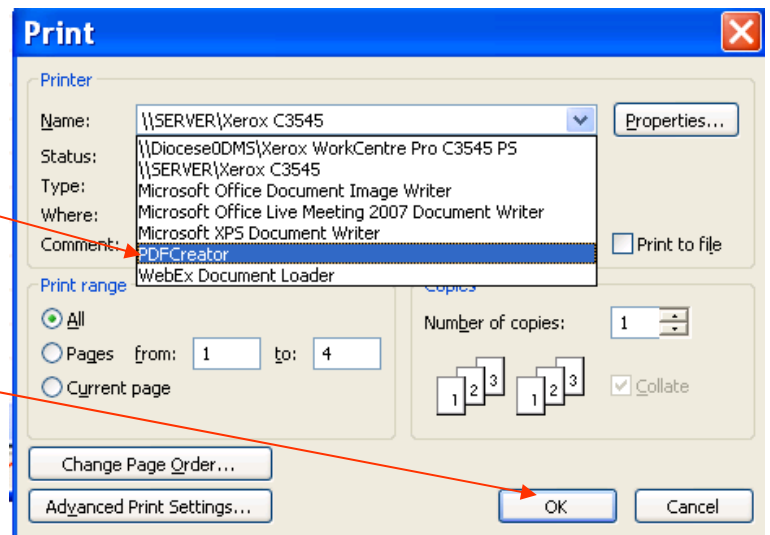


Minimize PDF Creator

Open the document you wish to convert
Go to File, then Print in the upper left of the screen.

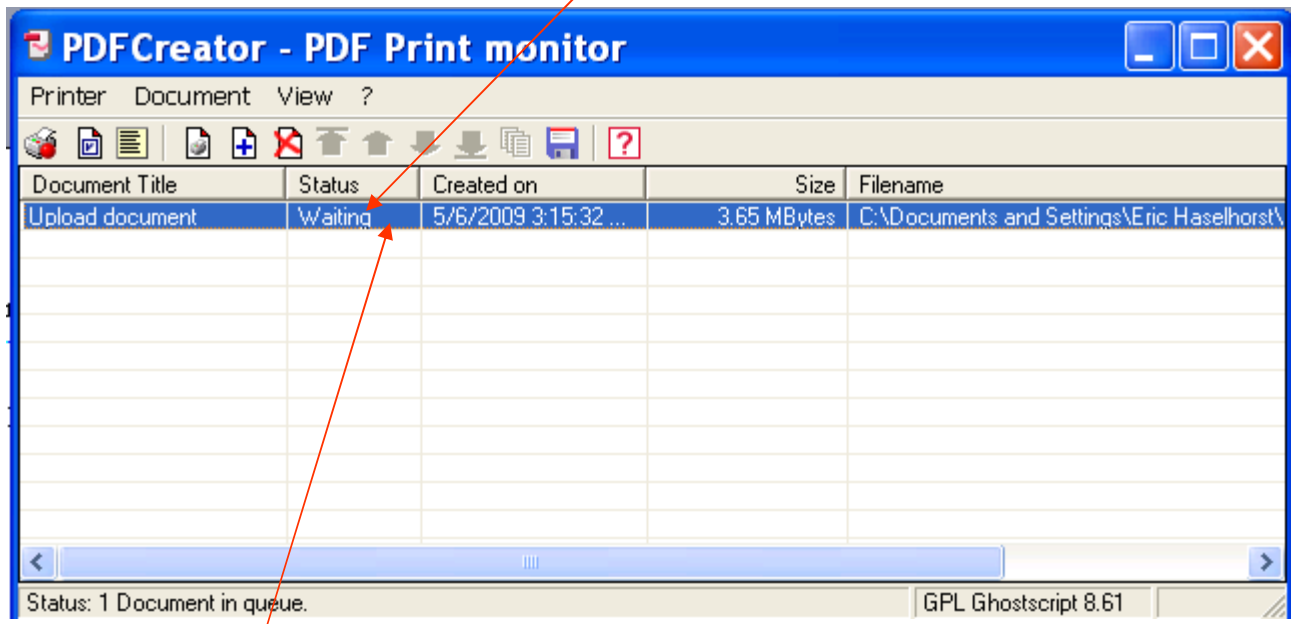
Change the printer name to “PDF Creator”
Using the drop down menu.

Click OK

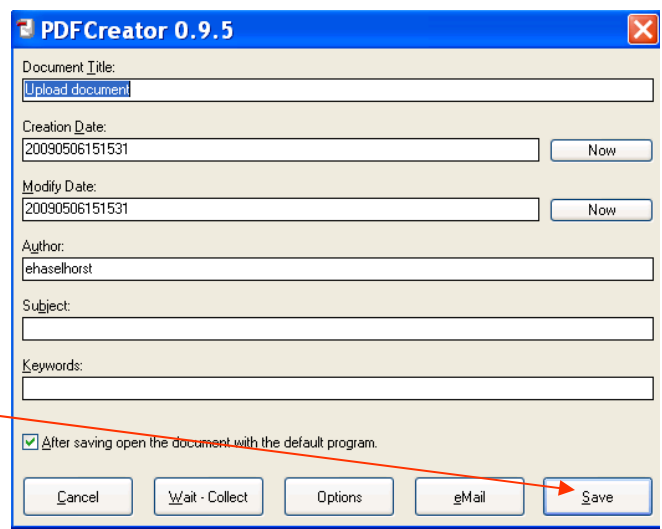


Maximize PDF Creator in the lower left of your screen.
May need to double click.

Your document should be sitting there with status "Waiting"

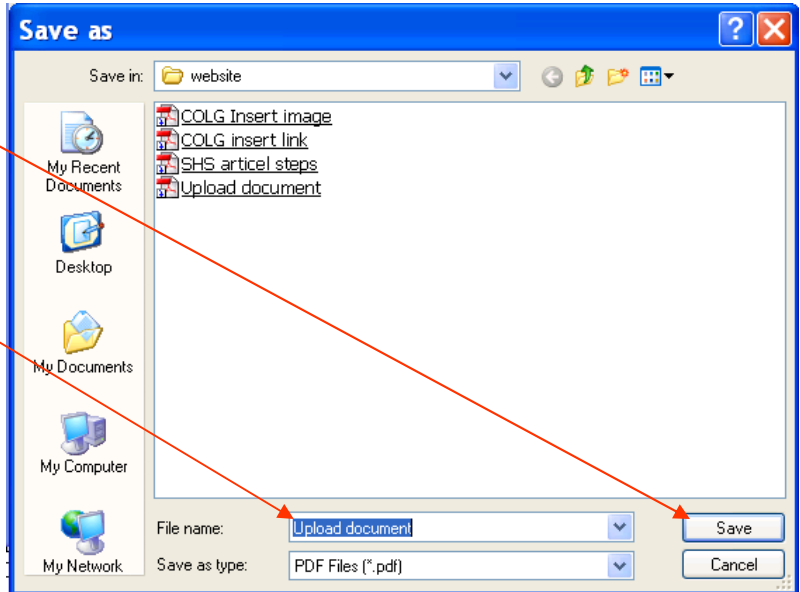


Double click on the blue line



Click Save (put the file on your desktop or in another folder)

Once you have named your file, click Save



Your document will pop up on your screen as a PDF, you may close it
Your document is ready for uploading. See the *upload document* help guide.