Installing and Configuring PrimoPDF

PrimoPDF is a program which allows the user to convert and print Microsoft Word files into PDF files. While this program does convert Word files to PDF format, it is not a PDF creator. Please see Adobe's website for more details on creating PDF files. This guide will help you to install, configure and use the program.

Installation

1. Type http://www.primopdf.com into the address bar of your web browser
    Note: The author used the Mozilla Firefox web browser

2. On the main page click **Download Now** – this will bring the user to the Download.com website

3. On the Download.com site, click the green **Download Now** button

4. A screen will open, prompting to save the file, click **Save File**

5. The file will download to a temporary folder, and another screen will open; see Figure A.
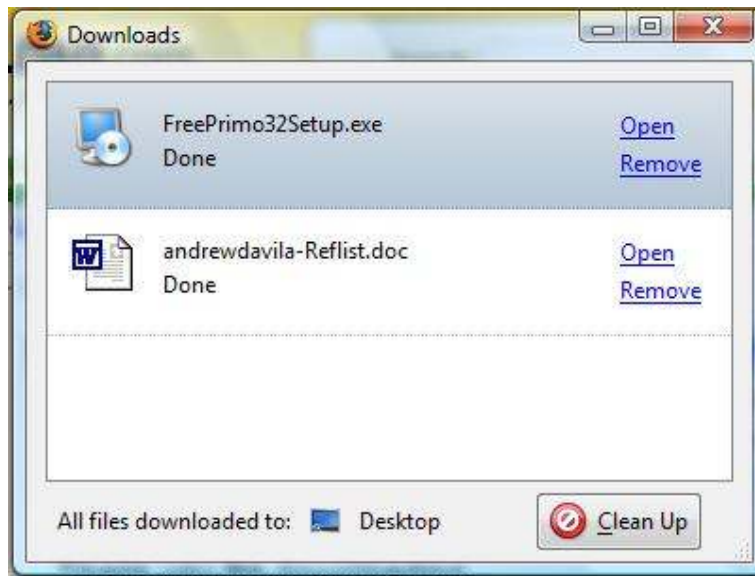

Figure A: Download Screen

6. Click **Open** on the pop up window. (If the security screen pops up, click **Allow** in order to run the program.

7. Another screen will pop up; click **Next** to continue.

8. On the next screen click **I Agree** to the terms of this license agreement' and click **Next** at the bottom.

9. The next screen will give a choice where to install PrimoPDF; click **Next** after choosing the install folder.

10. The next screen will confirm the install; click **Next** to proceed.

11. Once the download is complete, there will be one final screen; see figure B
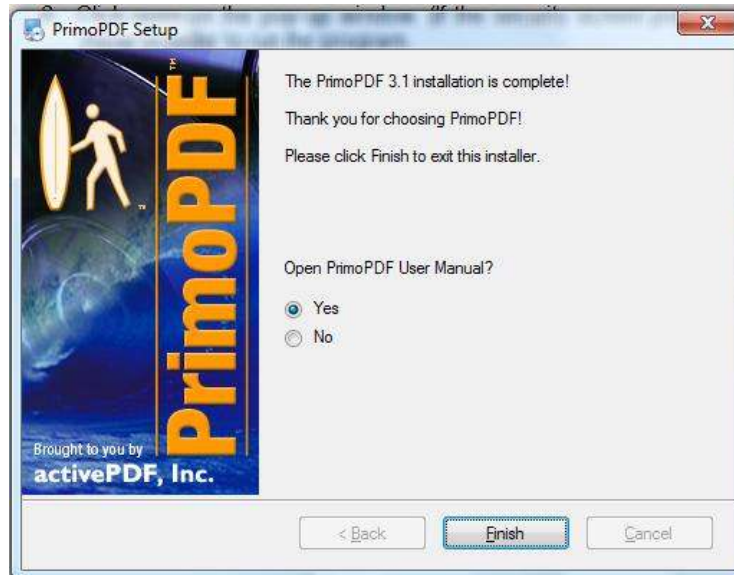

Figure B: Final Setup Screen

12. The user now has the choice to view the user manual or not.

13. Congratulations, PrimoPDF is now installed.

Configuration

Now that PDF is installed, the program needs to be configured. The user can specify certain settings that match their needs. This section will list some of those specifications below.

1. Open document that you want to convert to PDF.

2. Go to **File >> Print**. Another window will open.

3. Select **Primo PDF** from the printer drop down menu. See figure C, below.
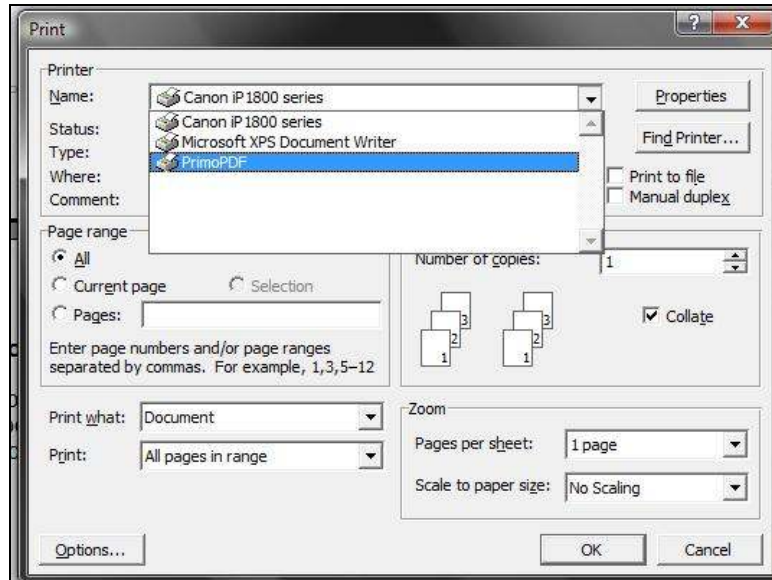
Figure C: Print Selection

4. Click the **OK** button when you are done with the selection. Another Window will open. This window will allow the user to specify output settings, along with where they want to save the document, etc. See Figures D thru G below.
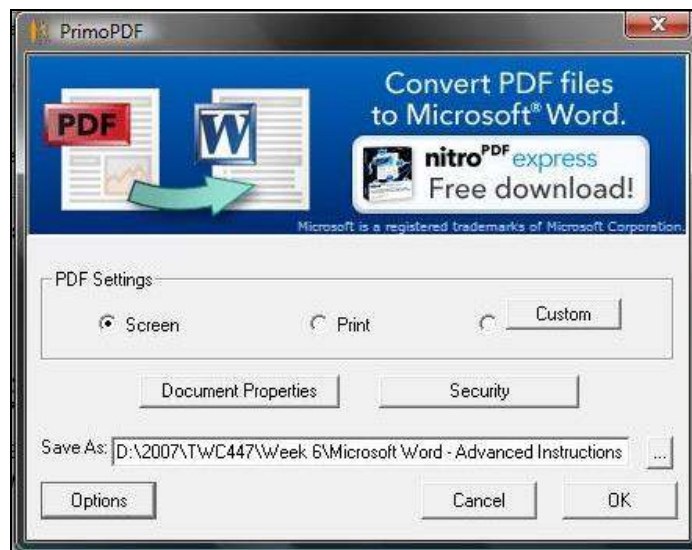

Figure D: Main Screen

Each of the settings, such as **Document Properties**, allows the user to specific perimeters. These include; version output, color properties, and security. This guide will explain each setting below.
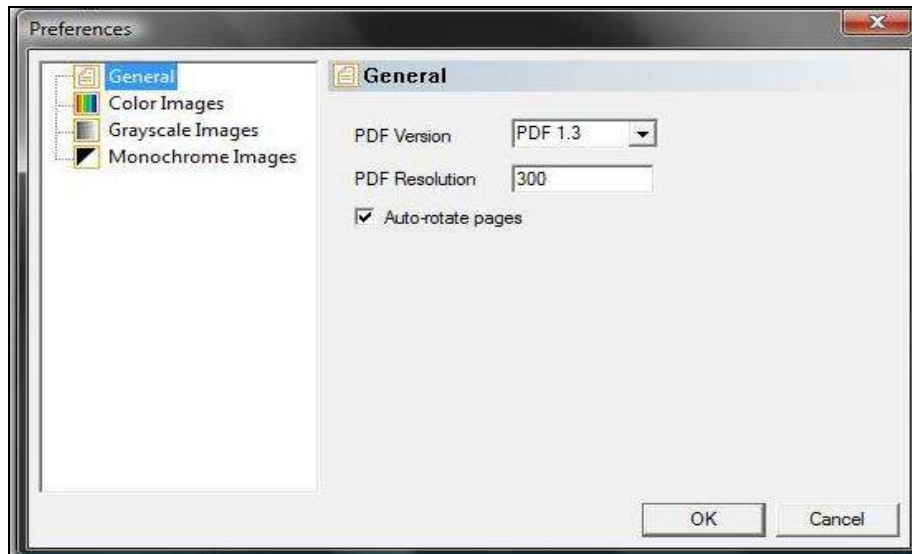
Figure E: Preferences

The **Preferences** window allows the user to specific the version of the PDF file they want to create, how they want to use colors in their document, and how they want to use grayscale and monochrome images.
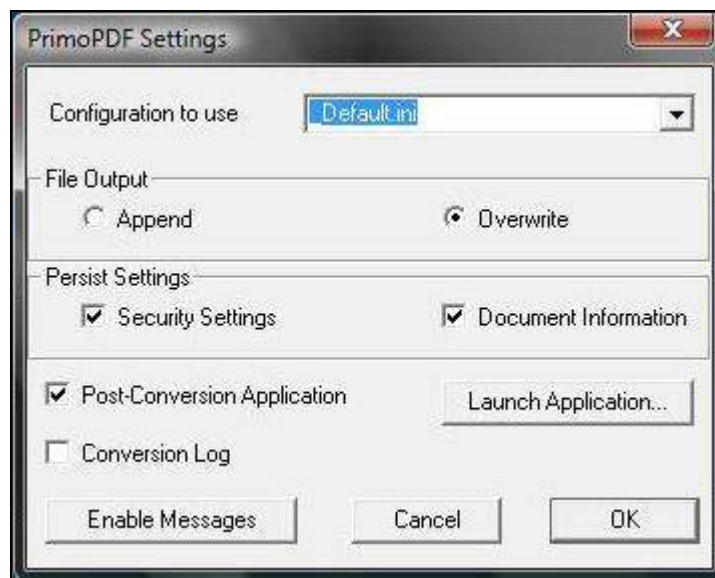

Figure F: Settings

The **Settings** screen allows the user to change the file output, lock settings for each document; such as Security Settings and Document Information, and what application the user wishes to open the PDF in after conversion. The user can also keep a log of conversions.

Figure G: Security

The **Security** feature allows the user to password-protect their document, and specific who can print the document, copy protect the document, specific if user can add comments, and if users and modify the document.

5. Once the user had specified their settings, including where to save the document, they can convert the document by clicking **Okay** on the main screen (Figure D).

6. The user can now view their document in a PDF file viewer; such as Adobe Reader.