



## ANANGU EDUCATION SERVICES

( Ernabella Office )

### FACT SHEET NUMBER

**Using PDF File Maker to create PDF files.**

**DATE: 7/7/04**

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1. Click on the links to both the PDF File Maker file and the PDF Printer File to download these files to your workstation.
  2. Double click on both the exe files to extract and install the programs.
  3. You may be prompted when installing the ps2pdf995.exe file to download and install the printer driver, select NO to this as the other file you have downloaded (the pdf995s.exe) is that file.
  4. Accept the licensing agreement screen.
  5. PDF995 will be loaded and instructions on creating the PDF files will be displayed. You can print these instructions.
  6. Basically the instructions direct you to open any document from any application (Word, Excel etc) and select the Print option from the File / Print menu.
  7. Select the PDF995 printer as your printer option
  8. You will then be prompted to enter a file name to save the document in pdf format.
  9. Remember if you are saving this document for a web site save the file without any spaces in the file name.
  10. The document will then also be saved in pdf format.
  11. Because this is a freeware program you will always be prompted to go to their website for advertising purposes. You can cancel out before going on-line.
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