# *Create a PDF file using PrimoPDF*

When posting files on a webpage it is a good idea to convert documents to a PDF file as everyone does not have the same programs loaded on their computers. Both the Mac and Windows platform are able to open Adobe Acrobat (PDF) files. PrimoPDF is already installed on your Gateway computer, but it can also be downloaded at http://www.primopdf.com if needed.

1. Open the file you wish to convert to a PDF. Select **File > Print** or **Ctrl P**.

2. In the Print window **select PrimoPDF** from the drop-down menu. Click **OK**.
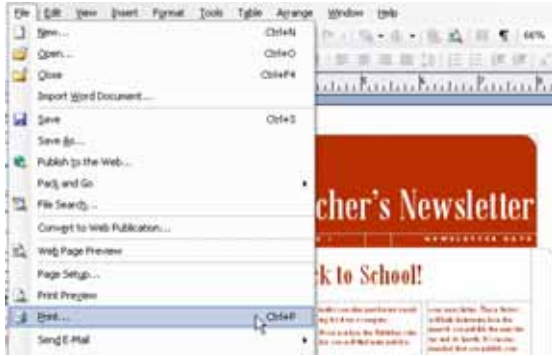
3. The PrimoPDF window will open. Leave the setting for Screen (default). **Click on the three dots** at the end of the Save As: field.

4. Select where you wish to save the document (same process as if this was a regular word processing document). Rename your file in the **File name:** field. Please note that if your file name is two words it is polite to add an underscore between words, otherwise the address in the URL address will substitute %20 for the space. Click **Save**.
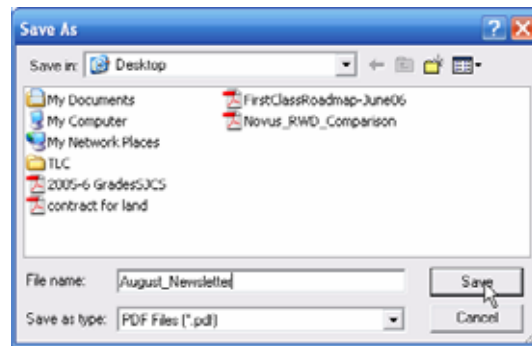
5. The PrimoPDF window will appear again. Click **OK**.

6. The file will automatically open in Adobe Acrobat Reader. Close the window and locate the file on your computer (look for a red icon with PDF in the top corner). This file is what you should drag and drop into your Downloads' folder.