

Creating Adobe Files

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Overview

Adobe Acrobat is the most widely used format used when documents are sent by email to recipients that might not have programs that create original documents. The READER can be downloaded at <http://www.adobe.com/products/acrobat/readstep2.html>

Creating Adobe-type files with pdf995 SOFTWARE

1. Go to www.pdf995.com
2. Select the **download now** link in the second paragraph on the last line that describes pdf995
3. On the next page, download the driver and the converter to your desktop
4. Install the driver and then the converter onto your computer. This process adds a 'virtual printer' to your list of printers.

Creating and Adobe File:

1. With your completed document open, select File, Print
2. Choose PDF995 as the printer
3. Select the Print button
4. You will be prompted to save the file onto your hard drive. Save the file. (This process will take you to a website. Simply close the website. That's what makes the program free; advertising)
5. Attach the saved PDF file to an email note