

## **PDF995**

*(Portable Document Format)*

Used to convert any document to a pdf file so that it can be easily viewed but not easily changed. Often used for emailing and posting documents to the web. PDF995 is installed on all staff laptops.

1. Open the document to be converted to pdf.
  2. Drag from **File** to **Print**.
  3. Click on the **Printer Name** box to access menu and choose **PDF995** instead of a printer.
  4. Click **OK**.
  5. Navigate to desired saving location and change the pdf document name, if desired.
  6. Click **Save**; allow process to complete; when finished the pdf document will launch.
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