

THANK YOU FOR CHOOSING CONVERT TO PDF!

The Convert to PDF printer and its associated application have been successfully installed on your computer and is now available from your printers list. Using Convert to PDF is a simple, 3-step process:

- **Print**
- **Select Options**
- **View Results**

To get help at any point simply press **F1** to display a help window.

1. PRINT

Select the **Print** option from your application's menu, choose the Convert to PDF 4.0 printer from the Print dialog and press **OK** to start.

2. SELECT OPTIONS

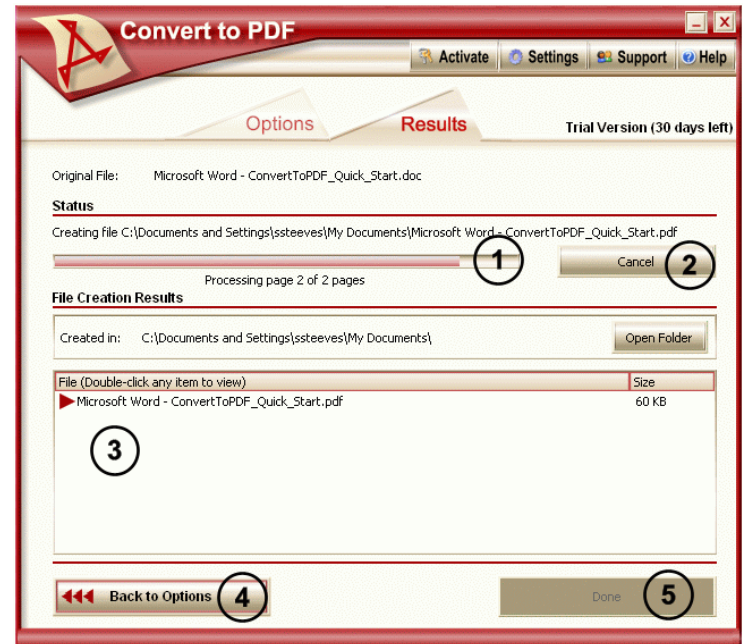
The Convert to PDF application will open. Set the options for the PDF file you want to create.



1. Choose file name and location of your new PDF file.
2. The left hand side lists categories of options that can be modified. The red arrow points to the currently selected category. Move to any category by clicking on its title.
3. The right hand side displays the options that can be changed for the selected category.
4. Select **Start** when you are ready to begin converting your document.

3. VIEW RESULTS

Your PDF file is created as you watch.



1. Shows the progress of each page as your document is converted.
2. Cancel the creation of the PDF file if desired using the **Cancel** button.
3. As the PDF files are created, they are listed in the **Files Created** list. Double-click on any file in the list to view that file.
4. Use the **Back to Options** button to return to the Options tab. This is a convenient way to change settings and re-create the PDF without having to print your original document again.
5. **Done** is enabled once conversion is complete. This exits the Convert to PDF interface

COMMON QUESTIONS

Can I configure Convert to PDF to create PDF files without prompting?

Yes, you can. See the section [Create PDFs without any Prompts](#) on the online user guide for a step-by-step explanation to enable no prompt PDF creation.

How can I control the size of the PDF created?

When the document contains images, you can use image downsampling and image compression to manage the size of the file.

[Controlling Image Size and Quality with Downsampling](#)

[Change the Image Compression in the PDF file](#)

Still have questions?

Visit Convert to PDF's [How To Articles](#) and [FAQ page](#) to search our knowledge base of helpful articles and frequently asked questions, or contact the [PEERNET Technical Support](#) team with your question.

CONTACT INFORMATION

Please contact us with any comments, feedback, or if you require more information.

Hours: Monday to Friday, 09h00 – 17h00 EST
Sales: peernet@peernet.com
Support: support@peernet.com
Phone: 1-800-883-7980 (North America only)
1-613-224-6894 (outside North America)
Fax: 1-613-224-6899