

PEERNET Convert to PDF 1.0 Quick Start Guide

Thank you for choosing Convert to PDF.

The Convert to PDF printer has 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** and view **Results**. To get help at any point simply press **F1** to display a popup help window.

1. PRINT

Select the **Print** option from your application's menu, choose the Convert to PDF 1.0 printer from the Print dialog and press **OK** to start.

2. SELECT OPTIONS

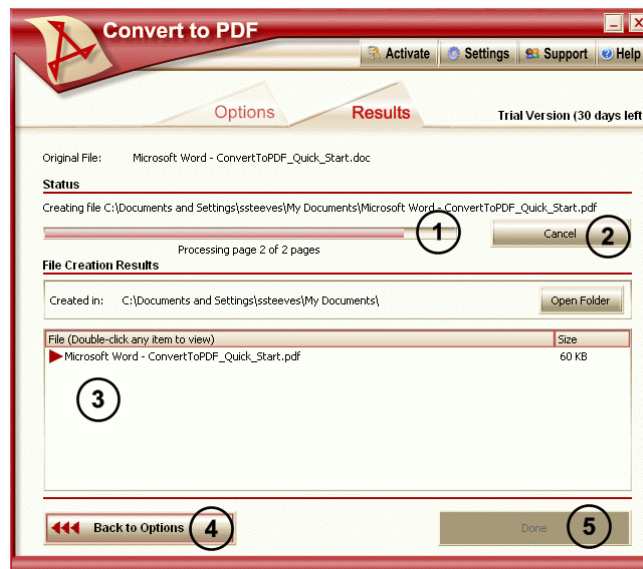
The Convert to PDF Options dialog will be displayed. Set the options for the type of PDF file you want to create.



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.

CONTACT INFORMATION

Please contact us for more information, comments or feedback.

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HINTS AND TIPS

Visit the [PEERNET Forum](#) to search our knowledge base of frequently asked questions, or contact the [PEERNET Technical Support](#) team with your question.