



Quick Tip Card #7 ADMIN - CREATING PDF FILES

INSTALLING PDF CONVERTER

1. Click and Download Free pdf convertor
<http://its.susd.org/resources/schoolfusion/FreewarePrimoSetup.exe>
2. Click > Save File (file will save to your desktop)
3. Close Internet Explorer so you can see your desktop
4. Double Click > Freeware Primo Setup
5. Click > Next
6. Check > I agree to these terms... Click > Next
7. Click > Next and Click > Next again until setup is complete

CREATING A PDF FILE FROM WORD OR PUBLISHER

1. Open your Word or Publisher document that you want converted to a PDF
2. Click > Print and scroll your printers until you find Primo PDF. Click > OK
3. Click > Custom Button
4. Click > General > Set PDF Resolution to 200
5. Click > Color > Set Downsampling: to NO DOWNSAMPLING
6. Repeat #5 for Grayscale and Mono
7. Click > OK
8. Under the Save As: Browse to Desktop
8. Click > Create PDF
9. PDF will automatically save settings and open newly created PDF . Check to see if document created successfully and then upload into SchoolFusion.