

Creating PDF Documents (continued)

Option 2: If you do not have Acrobat Standard or higher installed use PS2PSF.*



1. Open the file in its authoring application, and choose File > Print.
2. Select "Print to File" and save.
3. Open your browser and go to <http://ps2pdf.com/convert.htm>
4. Click "browse" select the file you created in step 2 (.prn or .ps), click "convert"
5. Download the newly created PDF file.

*Note: Some formatting changes may occur once converted (bullets may turn to symbols and color may become black and white).

