

## General

### Printing to a PDF File

Creating a PDF file is really a printing process. You must install a PDF printer first.

1. Identify a freeware PDF printer. Some options are (no endorsements):
  - a. **CutePDF** found at <http://www.cutepdf.com/Products/CutePDF/writer.asp>
  - b. **Primo PDF** found at <http://www.primopdf.com/>
  - c. **Microsoft Office 2007** has an add-on to print to PDF downloadable at:  
<http://www.microsoft.com/downloads/details.aspx?FamilyId=4D951911-3E7E-4AE6-B059-A2E79ED87041&displaylang=en>
2. Download and “Run” the installer package. Accept the default options, unless you know what you want.
3. Open any file, or click “Print” within the NEMRC software.
4. When your Printer Preferences window appears, click the drop down arrow for the list of printers available. Choose the PDF printer.
5. Click “OK” to print.
6. You will be prompted to print to a file, and save the file to a location. Usually you will save to “My Documents,” in a sub-folder of your choice.