Word Documents to PDF Files

Portable Document Format (PDF) files give your documents a professional finish, and They can be read on any system that has the (free) Adobe Acrobat reader, irrespective of the application producing the original document.
Making PDF files using the Adobe route means buying the full Acrobat 5 implementation, which does not come cheap.

There is a way round this, simple, legal and free.

- Go to Control Panel/Printers and click **Add Printer**
- During the installation choose to install to your current printer port (LPT1)
- Select on-line printing when presented with a choice
- Choose the **HP Color LaserJet 8500PS**
- The actual printer doesn't matter, as long as it has PS in the name. You are going to use this driver to set up a **virtual printer**. It will produce Post-Script compatible output, without the need for the hardware itself.
- When using this printer, choose **Print to File**.
- Type your document in your usual word processor.
- From the File Menu, choose **Print**, select **Print to File** and the **HP LaserJet**.
- You will be asked to give a name to a file with the **.prn** extender.
- Close the word processor and open your browser. Go to:
  http://www.ps2pdf.com
- Browse to your file until its name appears in the box
- Select **Convert**
- The name of your converted file with the .pdf extender will appear in a few seconds.
- Right click and choose **Download, Save to Disk**
- Close your browser. Clicking the pdf file will automatically open it in Acrobat**.**

Note: the files you upload and their conversions are not in a secure environment. If you're afraid someone will steal your work, don't use this method. For a secure procedure, or heavy conversion, you can download the converter application so you can do the whole thing on your system. Details on-site. For a solution similar to this there is a freeware (ad included) application at http://www.fineprint.com . This does not require you do set up a virtual printer first : it acts as one itself.

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