Converting Files to Adobe Acrobat format (PDF)

Step 1

Download the free "converter" program from
http://www.pdf995.com/download.html

Step 2

When you want to convert a file for emailing, saving to disc or as an add in to your website

- open the file you wish to convert
- select print
- go to printers & select "PDF995"
- click on "OK"

instead of the document printing you will get a prompt to save it (you might want to create a folder for these particular type of files)

once saved it will auto open for you to view it - close file before you attach it to an email.

NB: You will also get a website pop up each time you do this - annoying part of the freebie service!!

This tool is also very useful for "print previewing" your Powerpoint and Publisher documents and is also the accepted format by most printers & publishers.

Converting documents to ensure they are not edited by a third party, i.e. invoices, declaration forms etc when they are being passed on as email attachments is particularly recommended.