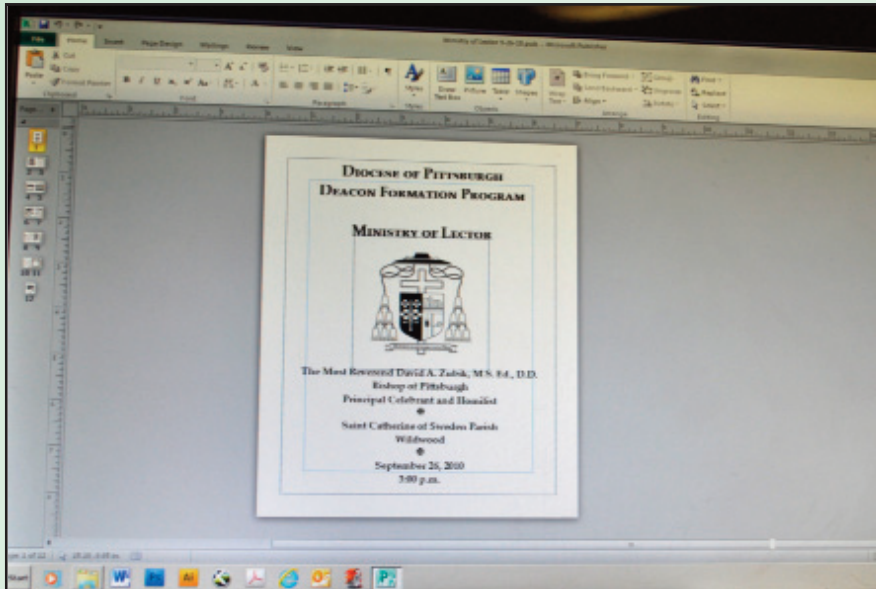


CREATING A PDF FROM AN EXSISTING FILE

by **Chip Kelsch**

Digital Imaging Specialist and Diocesan Print shop manager

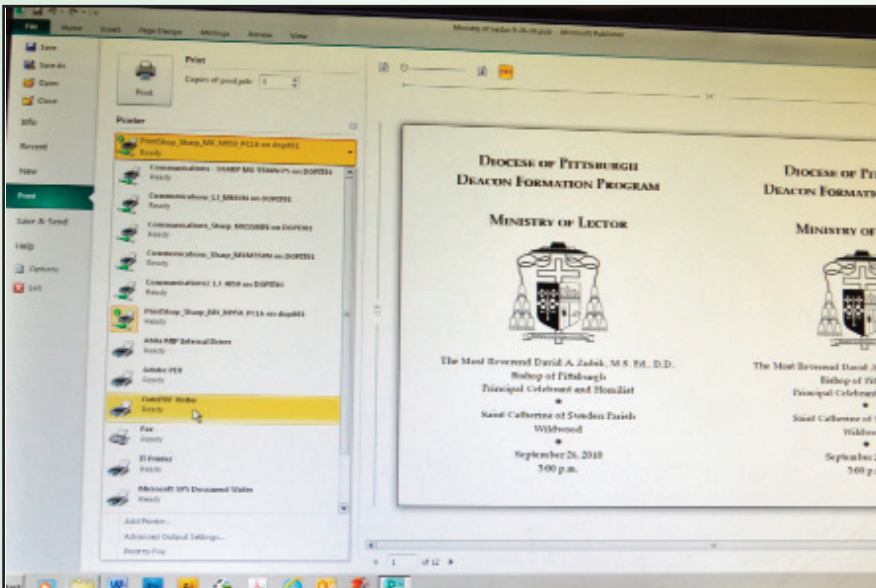
Step 1



Open your original file.
(the one that you want to create a PDF of).

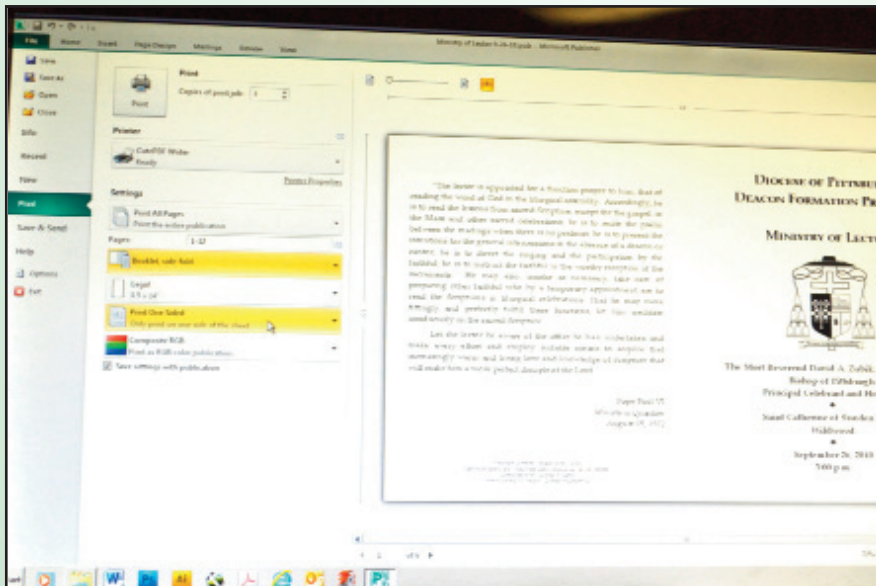
Our example is a booklet that was printed by the Worship Office.

Step 2



Hit your **Print** command, and select **"CutePDF Writer"**.

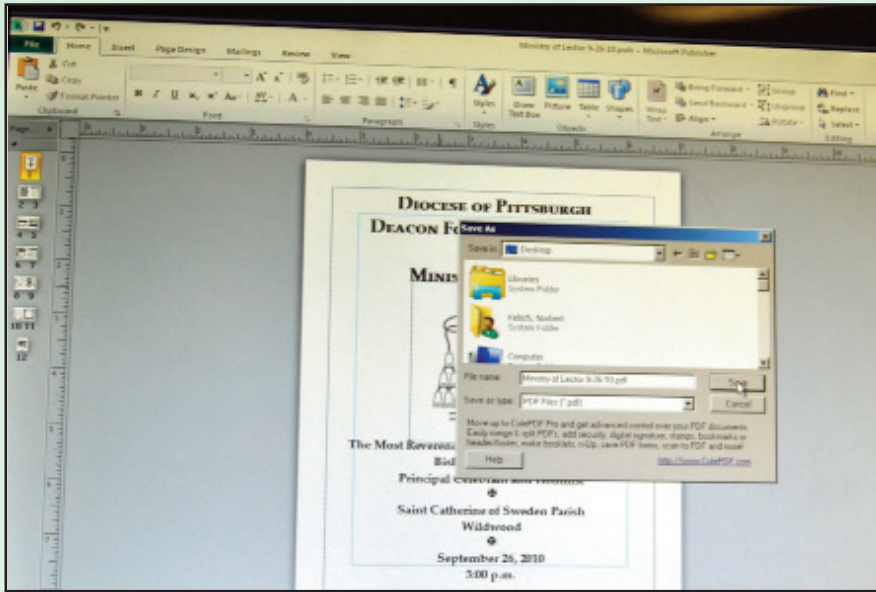
Step 3



Set your format correctly.

For a booklet job you will use **"Booklet side-fold"** and **"Print one sided"**.

Step 4



Press **“Print”**.

The **“Save As”** window appears.

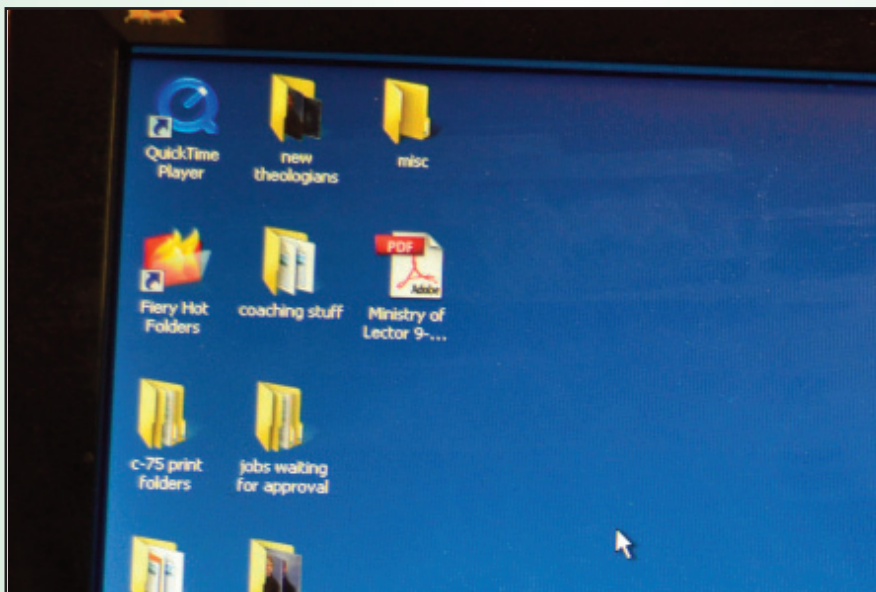
Give the file a **“Unique Name”**...**This is very important**. If it has a unique name, then it can be found a lot easier if a particular office has to refer to it at a later date.

Our sample is the Ministry of Lector Worship Aid/Booklet.

I always put the file on the desktop, and then after I create the PDF, I move it to the folder of my choice.

Press **“Save”**.

Step 5



Once the PDF is created, a PDF icon will appear on the desktop which you can move or copy to the folder or file of your choice.

It's as simple as that.