

Converting Documents to Adobe PDF Format

Mac Users

Step 1: Open the file you wish to convert using the application normally used to edit the file. For example, for a Word document, bring it up in Microsoft Word.

Step 2: Click on the File menu and select Print.

Step 3: Click the PDF button near bottom of dialog window.

Step 4: Select Save as PDF from the menu

Step 5: Click the Save button

Step 6: Now return to your CASBS form and upload this newly created PDF version of your document.

Windows Users

For Experienced Users

If you already have a PDF printer driver installed on your machine (such as Primo PDF or Adobe Acrobat Professional) and you know how to print an existing document (e.g. MS Word document) to a PDF file, then use that technique to create PDF versions of your document(s). Then return to your CASBS form and upload the PDF version of your file(s). If you do not have a PDF printer driver, follow the instructions at the bottom of this page for obtaining the free Primo PDF driver. Alternatively, you can use the free web-based service described in the next section.

For Non-Experienced Users

You can use the following free web-based PDF converter to convert nearly any file to PDF format. Click on one of the links below, then follow the instructions to upload your original file. The PDF version of your file will be emailed back to you as an attachment. Save the attachment to your Desktop, then return to your CASBS form to upload the PDF versions of your file(s).

Primo PDF Online: <http://online.primopdf.com/>

PDF Online: https://www.pdfonline.com/convert_pdf.asp

Free PDF Converter: <http://www.freepdfconvert.com/>

Installing a PDF Printer Driver: PrimoPDF

If you'd rather not use one of the online services listed above and you do not already have a PDF printer driver installed on your Windows machine, then you can download and install the free PrimoPDF driver as follows:

- Go to <http://www.primopdf.com/>
- Click the **Download Now** button on the home page.
- You will be redirected to the CNet download page. Click the **Download Now** link on this page.
- Save the installer to your Desktop or run it directly if you are using Internet Explorer.
- If you saved the installer to your Desktop, double-click it to run the installation.
- Follow the installation directions provided.
- When installation is complete, bring up your document in the application you used to create it (e.g. Microsoft Word). Click on the **File** menu and choose **Print**.
- When the print dialog window opens, select PrimoPDF as the printer name in the pull down box near the top of the dialog window.
- When the PrimoPDF dialog window opens, click the little button labeled "..." beside the **Save As...** text box. This will bring up the standard file Save As dialog box where you can choose a name and location to save the PDF version of your document. Saving it to your Desktop or My Documents will make it easy to find in the next step.
- Remember where you saved the PDF version of your document in the previous step and return to the CASBS application form to upload this version of your document.