

How To Convert A File To PDF Format.

To successfully convert a file into PDF Format it must first be converted into a .ps file and then to a PDF File. For this example we will convert a Word Document.

Converting .doc to .ps Format

Once you have completed your Word document you must output it to .ps format.

Select **File** → **Print** as if you were to print the file.



Select **\\kochanski \HP Color Laserjet PS** as the printer. Make no other changes to the printer settings and press **Print**.

The **Print To File** dialog box will appear.



This will be empty. You must append **.ps** to the filename in order to convert the file correctly.

You must also manually type the folder you want to save the file to.

It is recommended you use your **H:** Drive

For example typing **h:\filename.ps** saves the PS file to H:\

Once you have written the filename Click **OK**.

Converting the .ps file to PDF Format

Locate the .ps file and open it. **'GS View'** will load.

Press **File** → **Convert** OR Push the **F** Key. The Convert dialog box will appear:

Choose **pdfwrite** as the device.

Choose **300** as the resolution as this is the Printer resolution.

Choose which **Pages** to convert. All pages are selected by default. To deselect certain pages click whilst holding the **Ctrl** button.

When done - Click **OK**. The file save dialog will appear.

Choose the **folder** you wish to save your file in.

When you name your file you must append **.pdf** to it so it converts to PDF format. Your final filename should look like this: **filename.pdf**

