

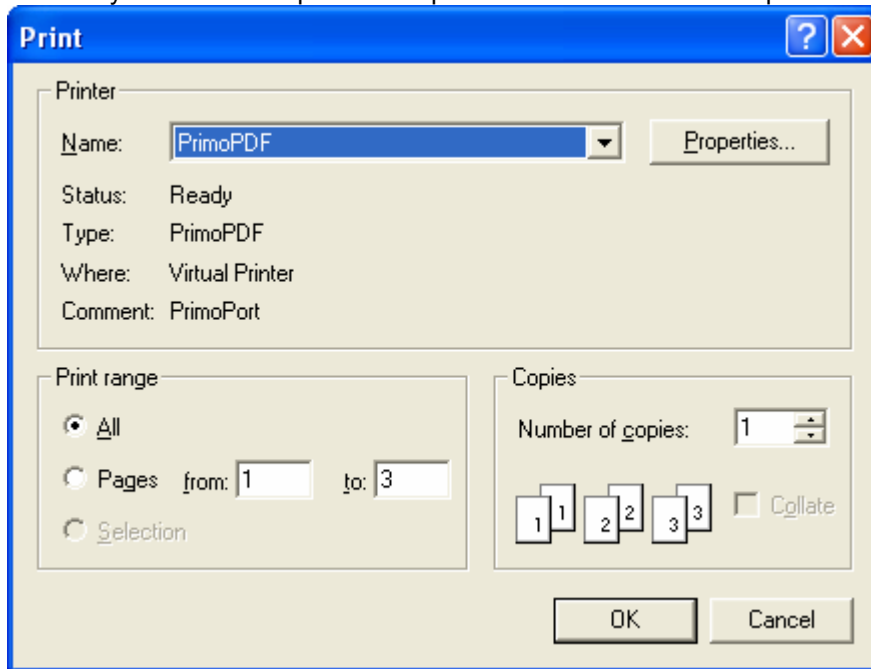
Printing to PDF

1. First you need a PDF printer. A free one is available at <http://www.primopdf.com> Download and install the Primo PDF printer.
2. Once the Primo PDF printer is installed a new printer will be listed in your printers called PrimoPDF.

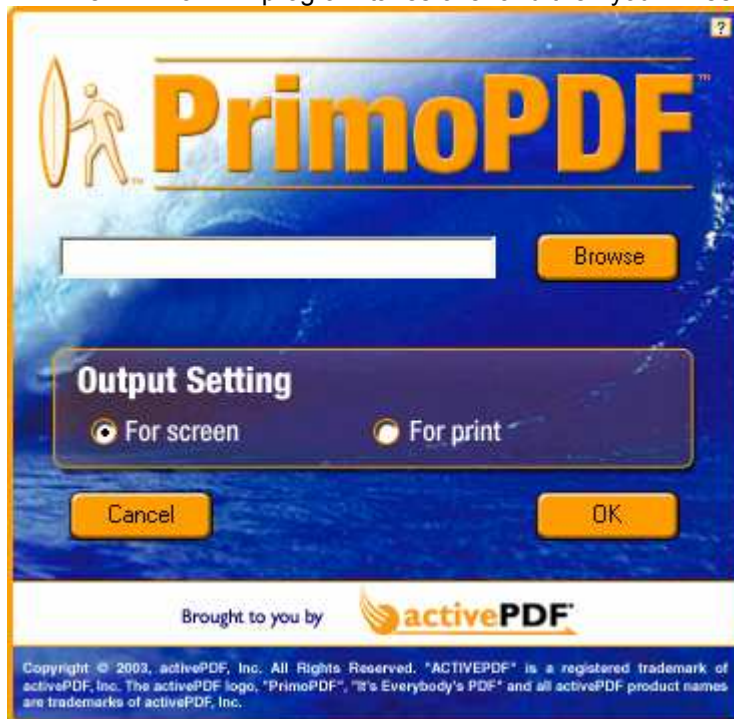


PrimoPDF

3. When you need to print to PDF in Servant Keeper just print to the print preview screen and then when you are ready to do the final print to the printer select the PrimoPDF printer from the list and click **OK!**



4. Then Primo PDF program takes over and then you will see this screen:



5. Click Browse and select a location to save the PDF file. Somewhere like My Documents or the Desktop is a good place.
6. Select "For Screen" for lower quality PDF prints and "For Print" for the best quality.
7. Click **OK** and your PDF file will save to the location selected.

To view your PDF file you will need the Adobe Reader. You can download the free Adobe Reader from the Adobe website: <http://www.adobe.com>