

Help Sheet on doPDF Software

Downloading Software:

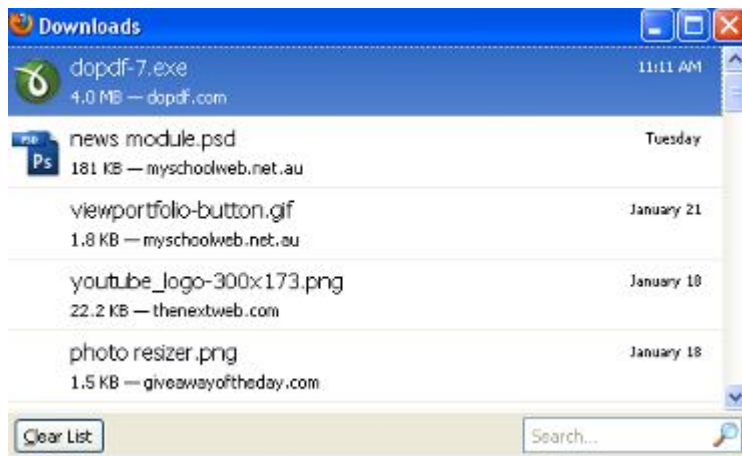
1. Go to: <http://myschoolweb.net.au/index.php/msw-downloads>
2. Click on: **Download the doPDF Program**

This will open up the window below:



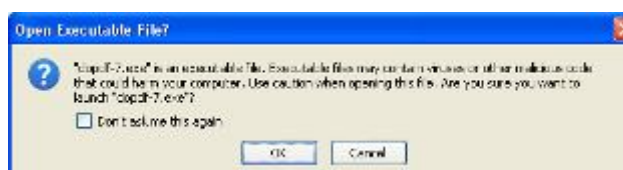
3. Click **Save File**

This will download the software and open following window:



4. Double click on **dopdf-7.exe**

This will open up the following window:



5. Click **Ok**

This will open up the following window:



6. Click **Run**

This will open up the following window:



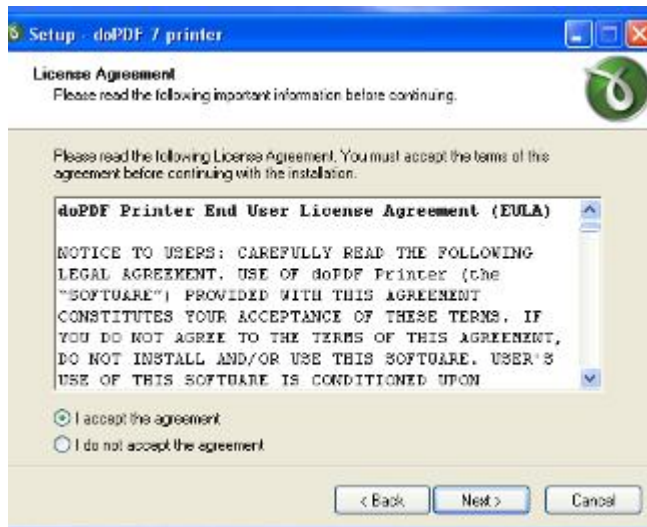
7. Click **Ok**

This will open up the following window:



8. Click **Next**

This will open up the following window:



9. Select **I accept the agreement**

10. Click **Next**

11. Keep Clicking **Next (5 times)**

12. Click **Install**

13. Click **Finish**

Using the doPDF Software:

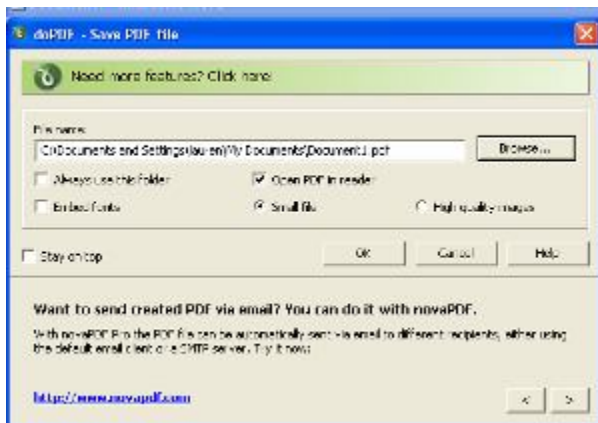
1. Go to the document that you want to convert into a PDF
2. Click **File**
3. Select **Print**

This will open up the following window:



4. Select **doPDF v7**
5. Click **Ok**

This will open up the following window:



6. Click **Browse**
7. Select where you would like your PDF to be stored
8. Click **Ok**
9. This will open your document as a PDF and save it as a PDF in your selected folder.