Cats out of the Bag and Free PDF

When I was working in an office everyone always wanted to know how I could make PDF's, you know those files that you can only open with a program like Adobe Reader. Everyone was surprised that I could make one out of just about any program. The secret I have is that I can also make them from websites and more, it's called Bullzip, and I admit it rocks. It's a little program that pretends it's a printer, so you can 'print' to PDF.

This great little program can be used from any program you can print from. Have you ever gone to a webpage and think 'I wish I could save this?' This is your answer, so today is a tutorial on how to print a PDF.

First go to <u>http://www.bullzip.com/</u> and download the PDF Printer. You for sure want to install it. It's easy and best of all it's FREE, see <u>Bullzip Features</u>.

Open a file in your OpenOffice or Microsoft Word.

Then go to Print, as I show in this picture.

A Print Box should pop up and give you a choice on which printer to use, then you can choose Bullzip PDF Printer. Don't worry you can always change it back to your default Printer when you are done. <u>Seen here in picture 3</u>.

Now it will ask you where to save your new PDF, I always rename if needed and Save to my Desktop. This makes it easy to find and I can always copy and paste it to wherever I want it.

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