

How to PDF a Document

Note: This can only be done on a computer attached to the Hofstra Network

First, you must load PDF-XChange onto your computer

- In the NAL window, double-click on PDF-XChange
- The software will load onto your computer

Then, you are ready to create a PDF

- Open the document you wish to PDF
- Click on File > Print
- Choose PDF-XChange
- Click OK
- Choose the location you want to save your PDF
- Click Save