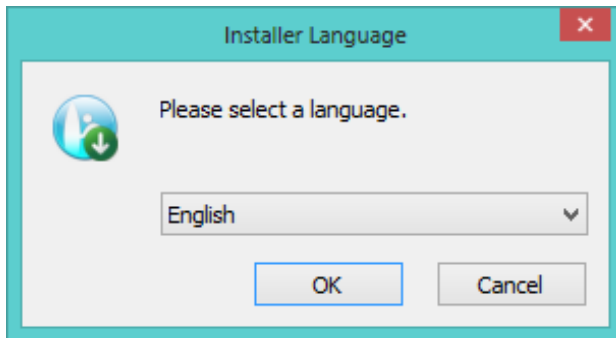


This document guides you through installing and using PrimoPDF. This software converts any printing job you might have on screen into a PDF instead of actually printing it on paper. Support recommends that you only use this guide if you have had problems printing to your actual printer from Web Traveller as a work around (ie convert the job to PDF then Print as normal). Follow these steps;

1. First of all download PrimoPDF from our server here;
<http://help.sabstt.com/Docs/InternationalPrimoPDF.exe> (7mb)

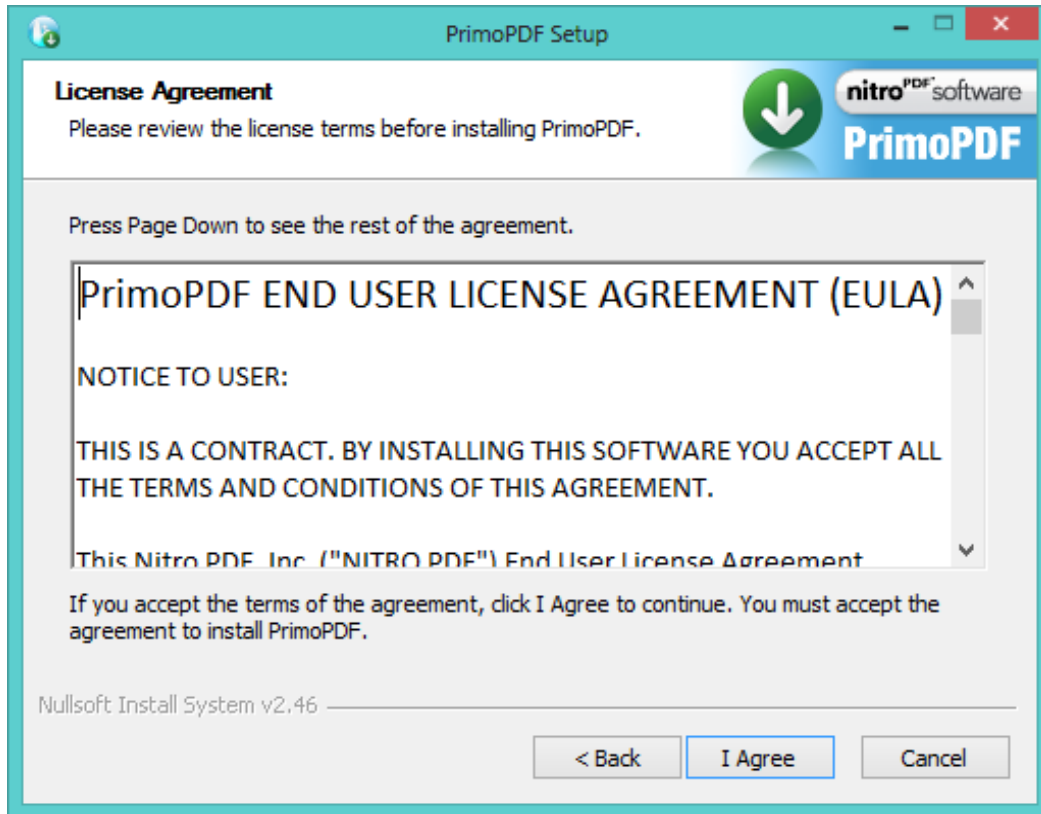
2. When you run this installer the first screen you'll see is this. Just click OK;



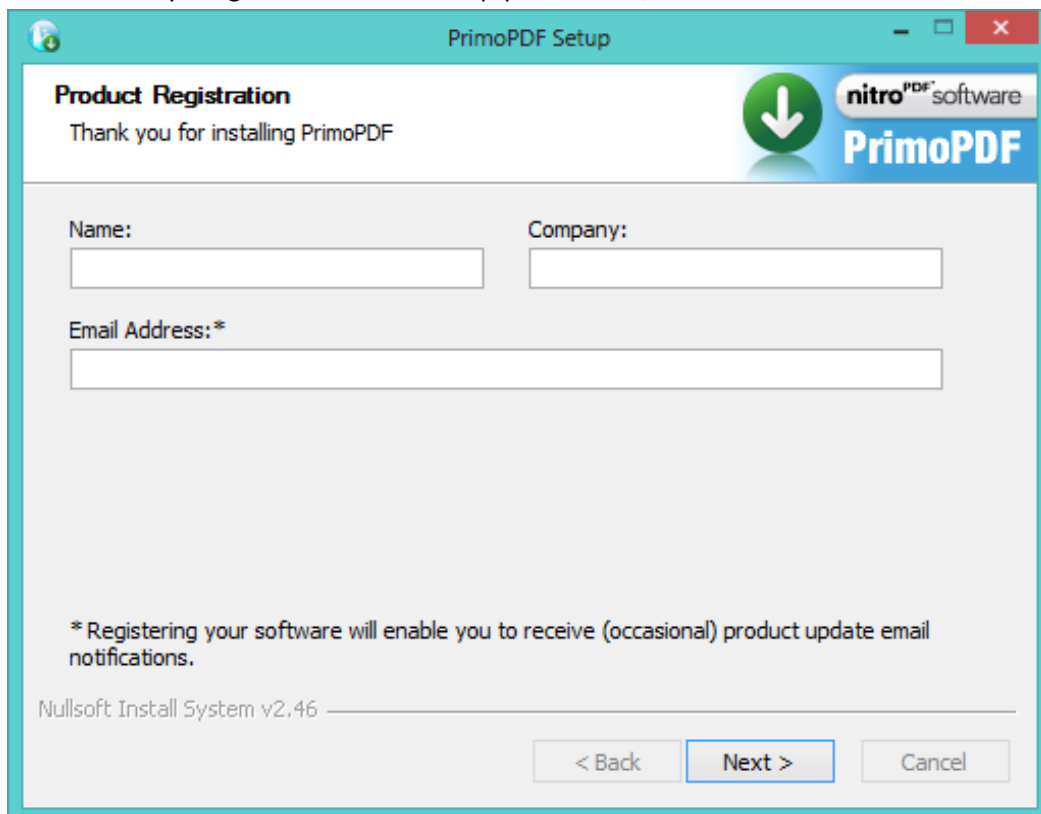
3. The next screen looks like this. Click NEXT here.



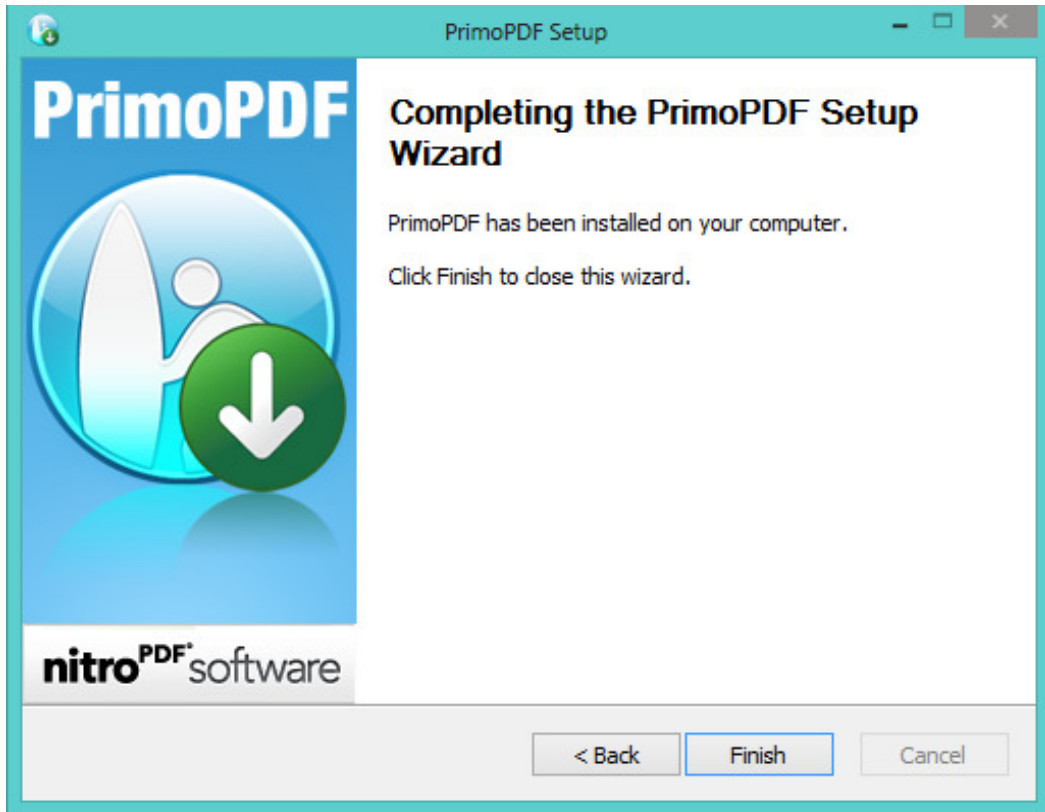
4. The next screen looks like this. Clicking I AGREE will install the software;



5. Once the installation has finished, you will be presented with this screen below. You do not need to fill anything in here and can simply click NEXT;

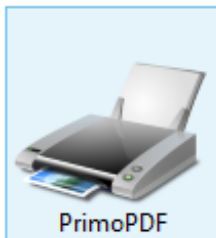


6. The next screen looks like this. Click FINISH to finalise the installation.



A couple of POI on what has happened so far.

- A new icon will be on your desktop for PrimoPDF – You can delete this if you like.
- A new printer will be installed on your system, called PrimoPDF;



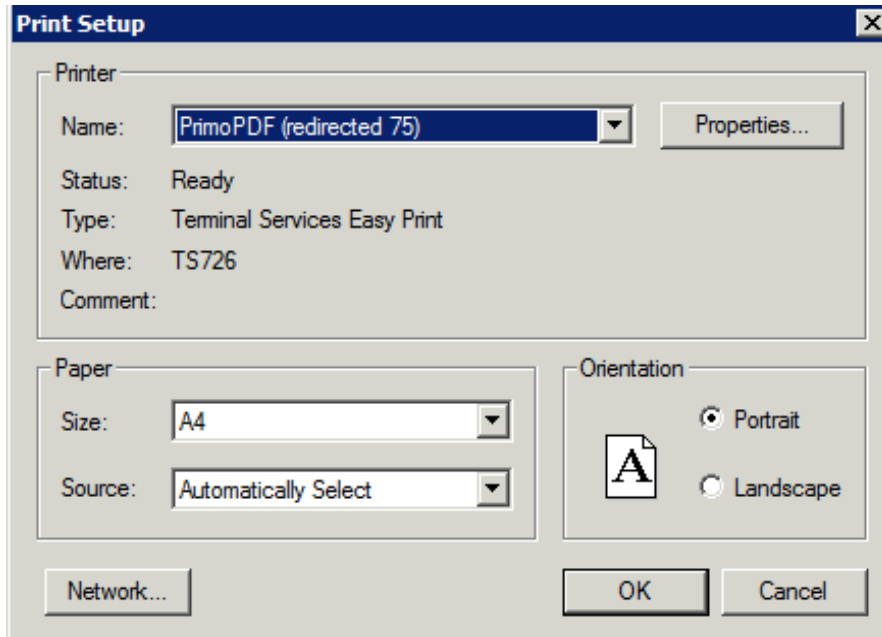
To use PrimoPDF from Web Traveller is just like printing as normal, but with an extra step involved. This guide will now show where this step kicks in.

1. Log in to Web Traveller as normal and open Traveller
2. Create a print job – This can be any normal print job, such as a receipt, the diary, the banking, a report etc.
3. At the top of the Preview you will be familiar with the printer icons



4. Click the printer with the blue spanner on it

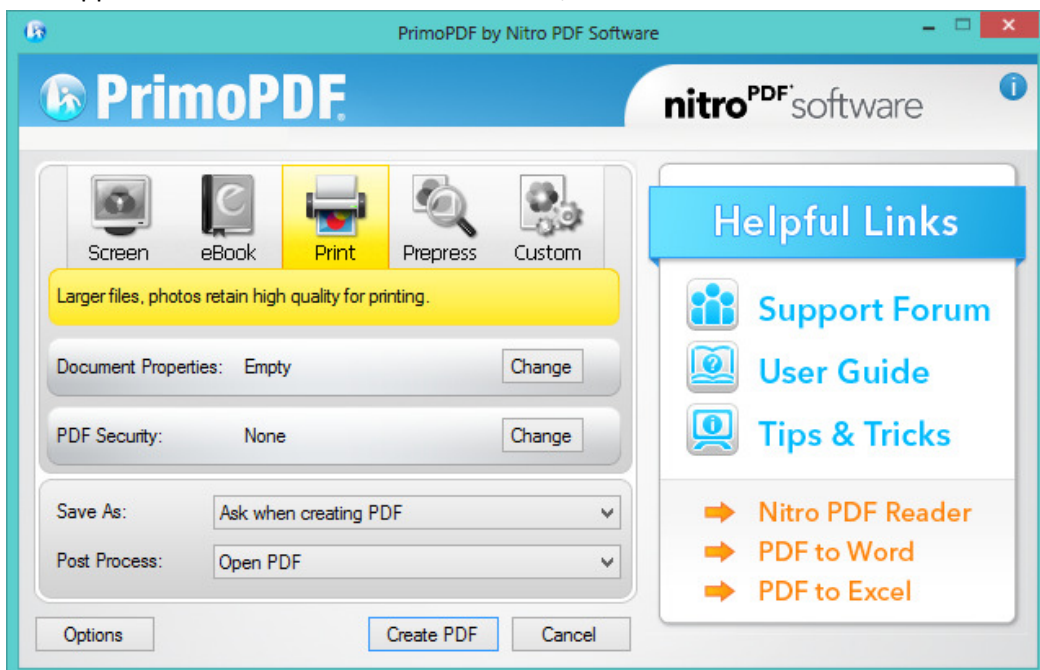
5. When the printer selection appears, choose the new option, PrimoPDF;



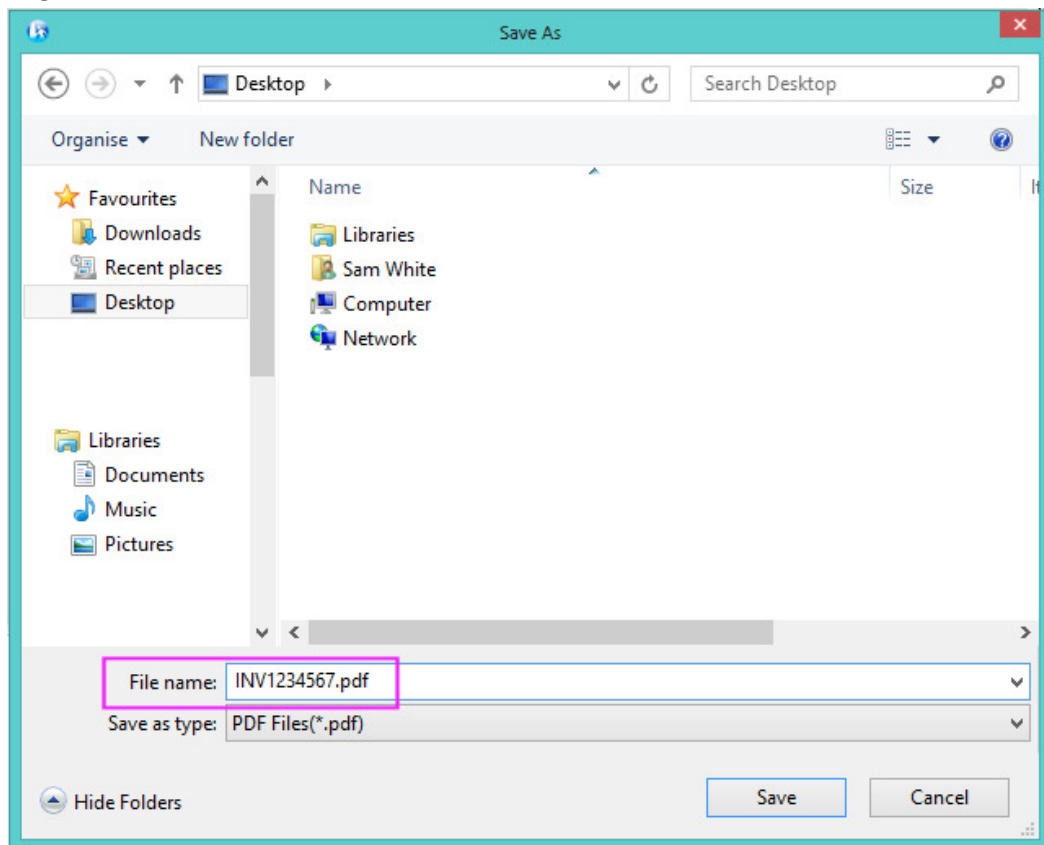
6. Click OK and now click the normal print icon at the top;



7. **THIS IS THE NEW STEP.** Instead of the print job coming out of the printer, this will give you a prompt on your desktop, so minimise Web Traveller and look for this window that should have appeared. Click Create PDF at the bottom;



8. The screen below will appear, that allows you to save the PDF wherever you want. Don't forget to rename it;



9. Done! The PDF will be saved and will open automatically. From here you can...

- Email the PDF
- Print the PDF
- Store the PDF for later
- Delete the PDF

It's up to you.

Thanks for reading!