

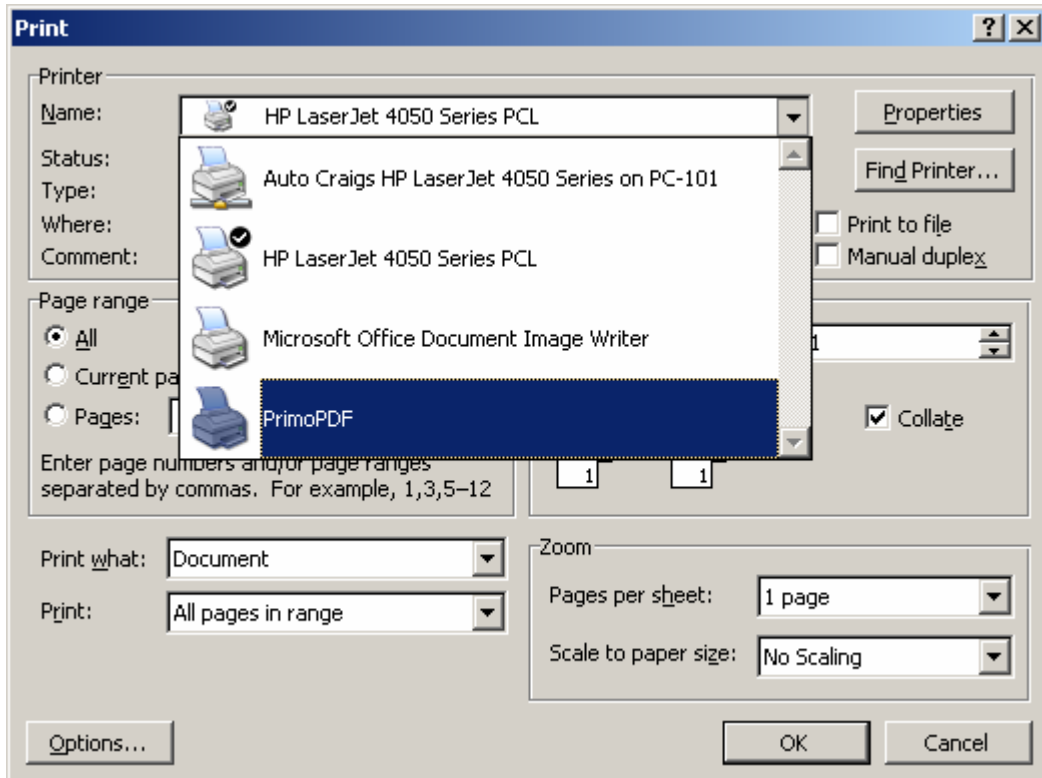
FaxMate® Tutorial

How to convert files to PDF format for sending faxes.

PDF (or Portable Document Format) is a universal, safe and virus-free electronic document format. PDF files ensure that the document your recipients view on screen and in print is displayed exactly as you designed it.

FaxMate® recommends using PrimoPDF, which is a free tool for high quality PDF creation. PrimoPDF can be downloaded free of charge from <http://www.primopdf.com/> to create PDF files from over 300 different file types.

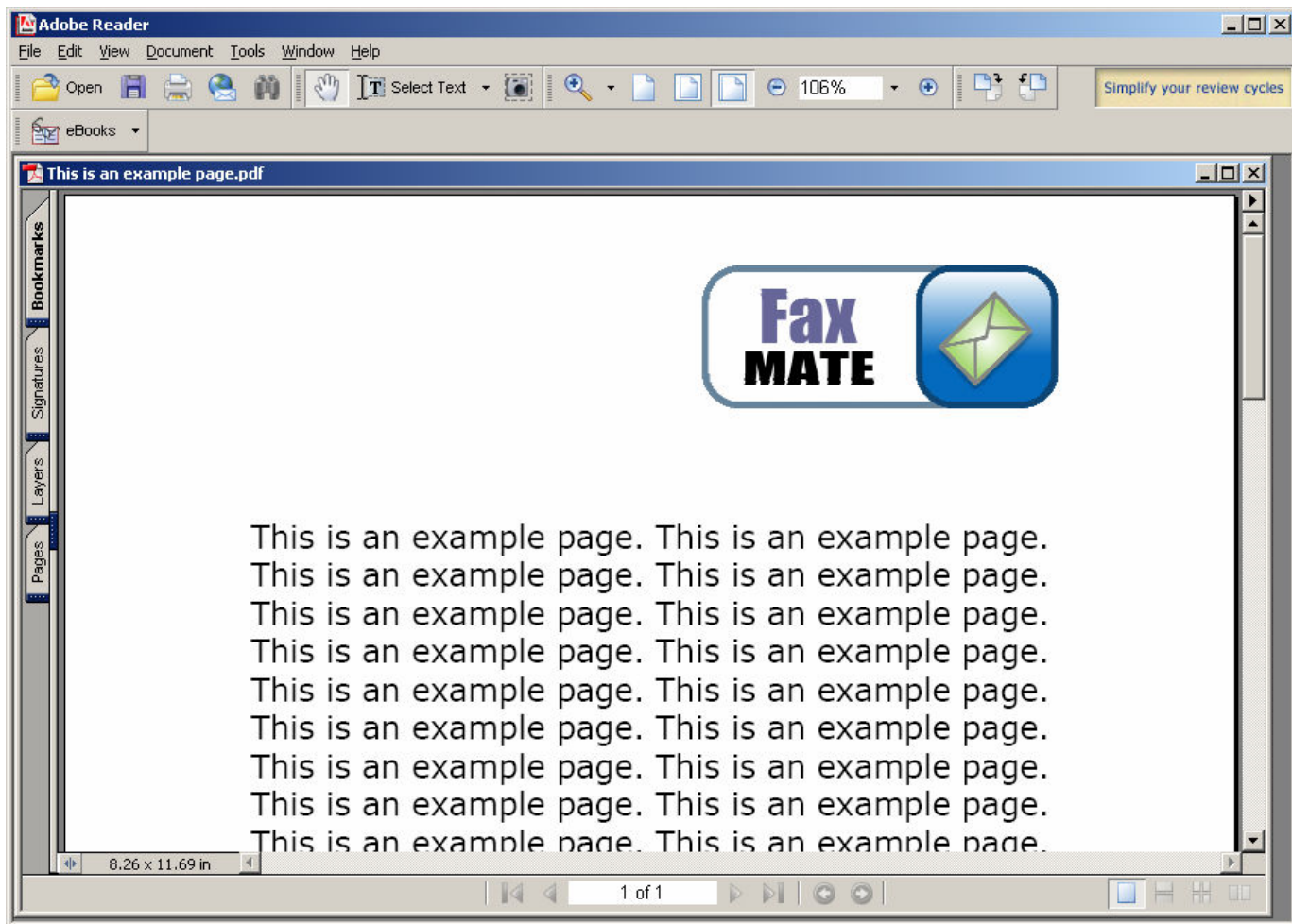
1. To convert the file you wish to fax to PDF format using PrimoPDF, simply choose to print your file. When the print box is displayed on the screen, select PrimoPDF as your printer and press **OK**.



2. A PrimoPDF box will then appear on the screen. Select **Print** for the PDF settings for best quality, choose the location you would like to save your PDF file to, and then click **Create PDF**.



2. A PDF version of your file will then be displayed on screen for you to view. You have now converted the file you wish to fax to PDF.



To send your fax via FaxMate®, create an email using your registered email address and attach the PDF file to the email. When you send the email, the PDF attachment will be converted by the FaxMate® server to a fax and forwarded to the recipient's fax machine, appearing exactly as it was saved in PDF.

Please see our **Sending Faxes User Guide** or **Sending Faxes with FaxMate® Tutorial** for more information.