PDFCreator is a program installed on all CBU owned computers that enables users to create and distribute Adobe PDF files without the need for Adobe Acrobat Professional.

In order to use the software simply choose “Print...” on any document that you are working on:
On the drop down box that appears, select “PDFCreator”:

After pressing “OK” the following will appear. Please fill in the appropriate fields and press “Save”:
You will then be asked to name the file and save it to the location of your choice. Press “Save” and you’re finished: