# Setting up a PDF Printer Driver

Windows uses printer drivers to determine how to create printable output.
Printer drivers are used, of course, to communicate with printers for direct printing.

But printer drivers are also used for Fax machines, and PDF creation.

A PDF file contains an image of what the selected material would look like, if it was printed (which is why it requires a printer driver).

If you are using Windows 10, you will already have a printer driver installed on your computers. If you are NOT using Windows 10, then you will need to install your own. There are many free PDF drivers available online. One of the most popular is CutePDF, but any PDF driver can be used.

Once you are sure you have a PDF printer driver installed, you simply need to tell ODOfficePro what it is called. All printer-related configuration, is managed through Printer Setup (available by going to any File menu in ODOfficePro, and selecting *Printer Setup*).
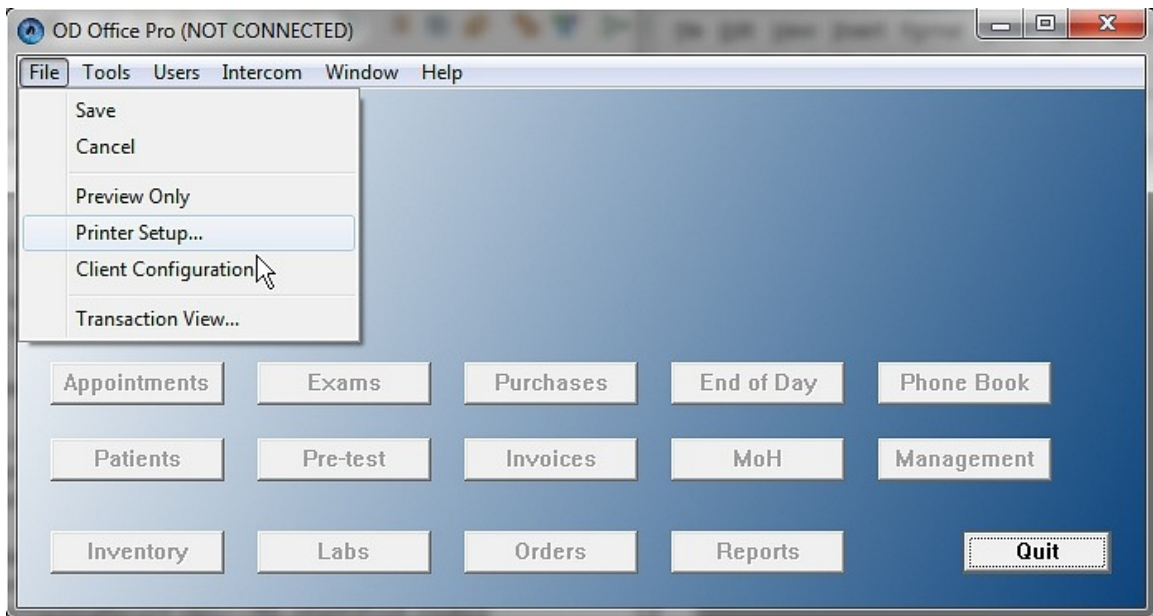
Near the top of the Printer Setup window, there is a field in which the PDF driver for the computer can be specified. Use the Change button to open a list of all printer drivers already installed, then select the PDF driver you would like to use.
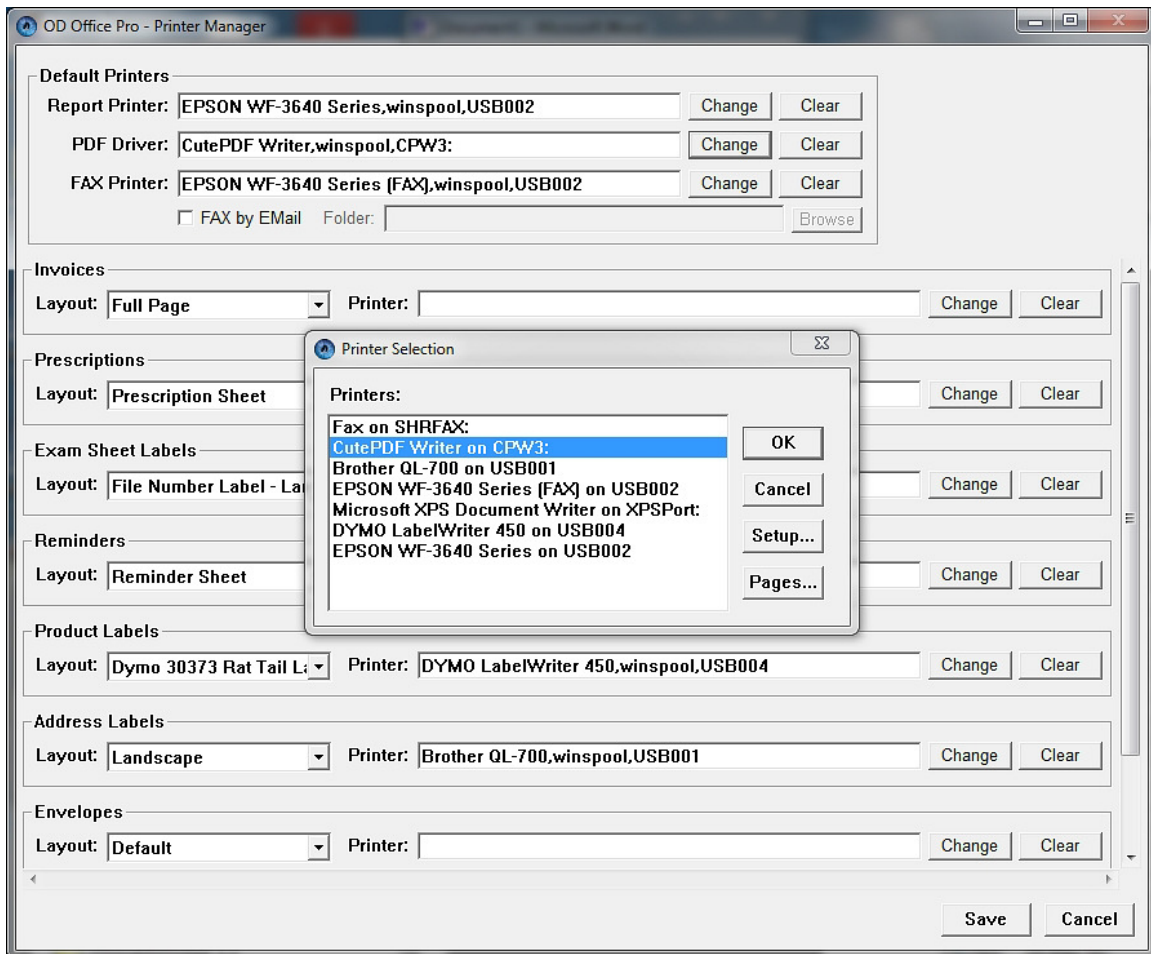
Click the *OK* button, to make the selection, and then the *Save* button.

Once this step is completed, a PDF can be created from any *Print* button in ODOfficePro, by holding down the *Shift* key, while the *Print* button is clicked. When the mouse is hovered over any *Print* button, a help window will appear, to remind the user of the options.