

BOOKMARK FACT SHEET

Printing to PDF

February 2022

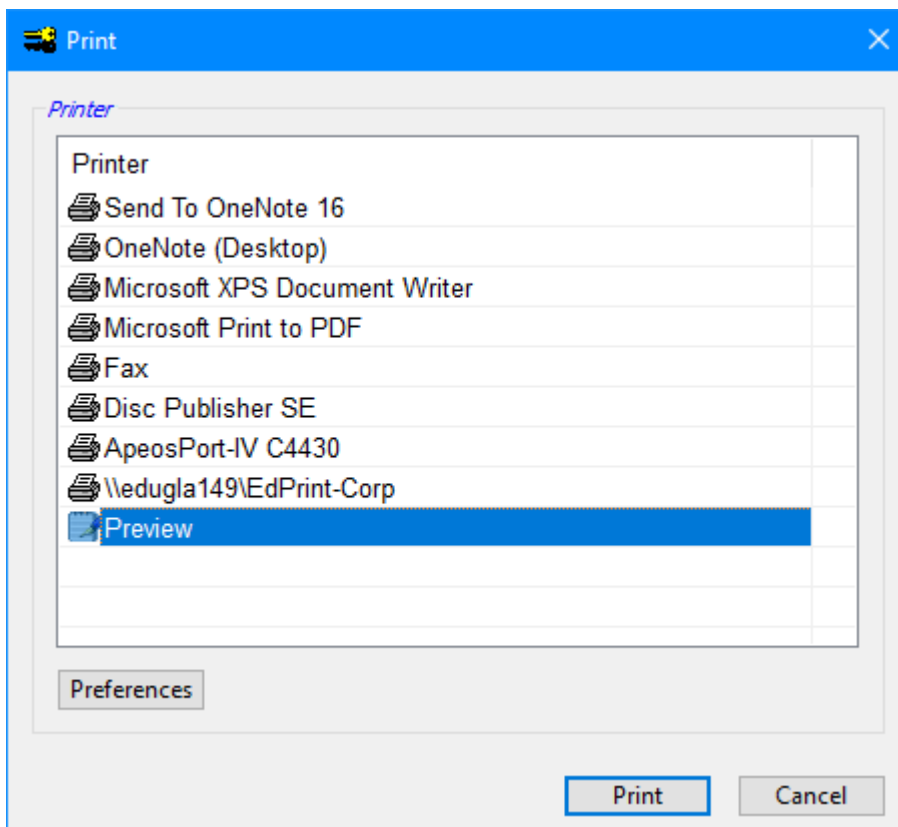
PDF stands for "Portable Document Format".

It is a common format used to distribute documents. Some ebooks are in this format.

PDF's can be displayed by special PDF software, such as Adobe Acrobat, or many modern Internet browsers like Google Chrome, Firefox, and Microsoft Edge.

You can print to a PDF instead of a printer. This allows previewing the entire printout as well as printing.

Some of Bookmark's printouts can make a PDF instead of printing. This is listed as "Preview" in the printer selection list when printing.



Selecting the "Preview printer" produces a PDF file which is saved and then displayed using your computer's PDF display software. The preview PDF is saved to a Bookmark

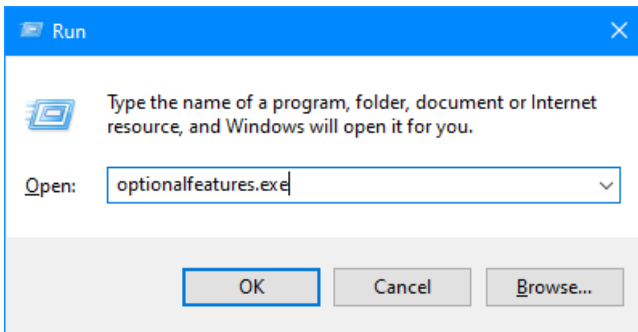
subfolder called Notices as Temp.pdf. It is overwritten every time the Preview printer is used. It is never deleted.

Not all printouts in Bookmark can use the Preview printer. Printing barcodes, for example, is unable to do this, so it is not listed. But a PDF printer system can do this.

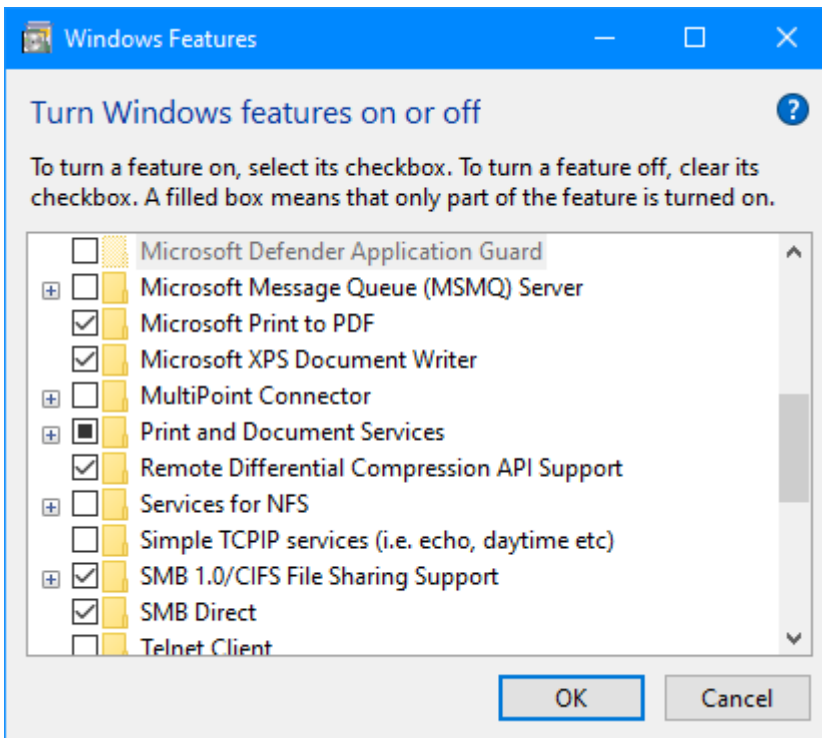
Windows 10 and 11

Windows 10 and 11 include a built-in PDF printer. It can be used for *all printouts*, even the ones Bookmark is unable to do itself like barcodes. This method is called “Microsoft Print to PDF”. It appears in the list of printers. This special “printer” asks for a filename and location to save the generated pdf.

The Microsoft Print to PDF is disabled by default and does not appear in the printer list. To enable, press the Windows key and the R key at the same time to open the Run dialog. Type *optionalfeatures.exe* then press enter or click on OK.



This opens the Turn Windows Features on or off function.



Scroll down then check to make sure the Microsoft Print to PDF is enabled. By default it is usually disabled.

After enabling, if you still do not see the Microsoft Print to PDF listed in Bookmark when printing (Controls > Settings > System Tab > Test Printer Dialog) update Bookmark to 10.8.1 build 444 or later. 443 and earlier will not list it.

Free PDF Printers

Several free PDF printers are available that can be added to any Windows PC, laptop, or tablet. Many of these will also work in Windows 7 and 8 as well as 10 and 11.

A Google search for "windows free pdf printing software" will produce a list.