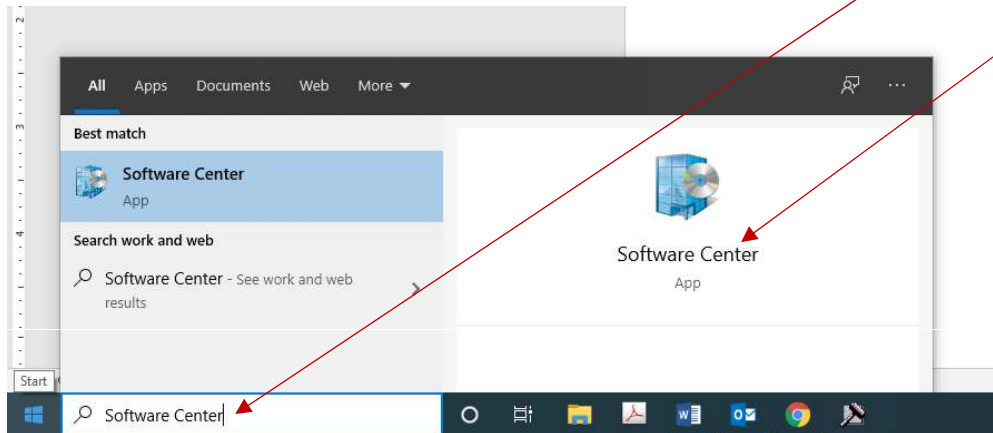


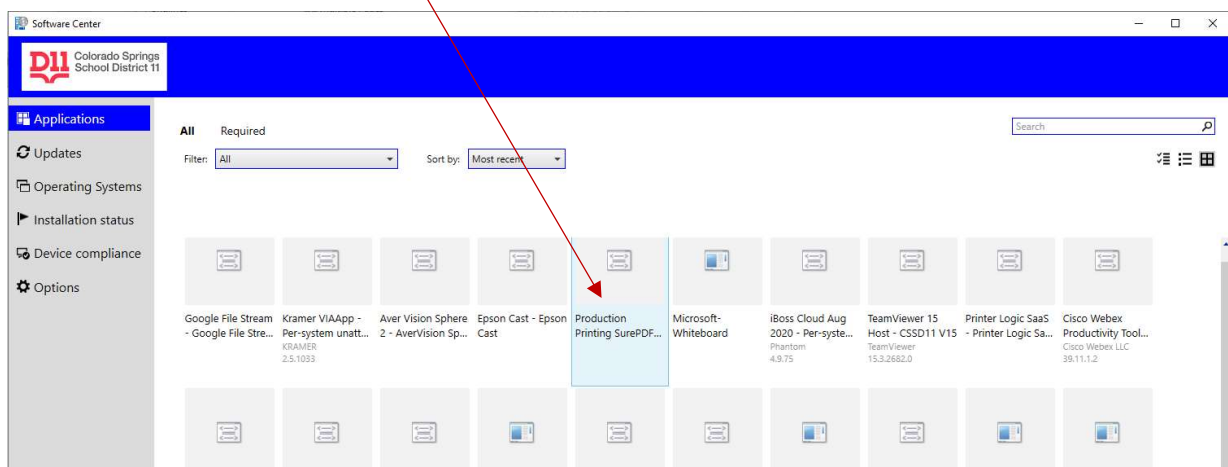
# Downloading the SurePDF Print Driver

Downloading the SurePDF Print Driver will provide a way for you to convert Microsoft Word and other file-types to a PDF. Originally, you received directions for downloading the driver from the **Production Printing Order Center**. Since then, we have realized that not all staff have permission to download it that way. You may now download it this way\*:

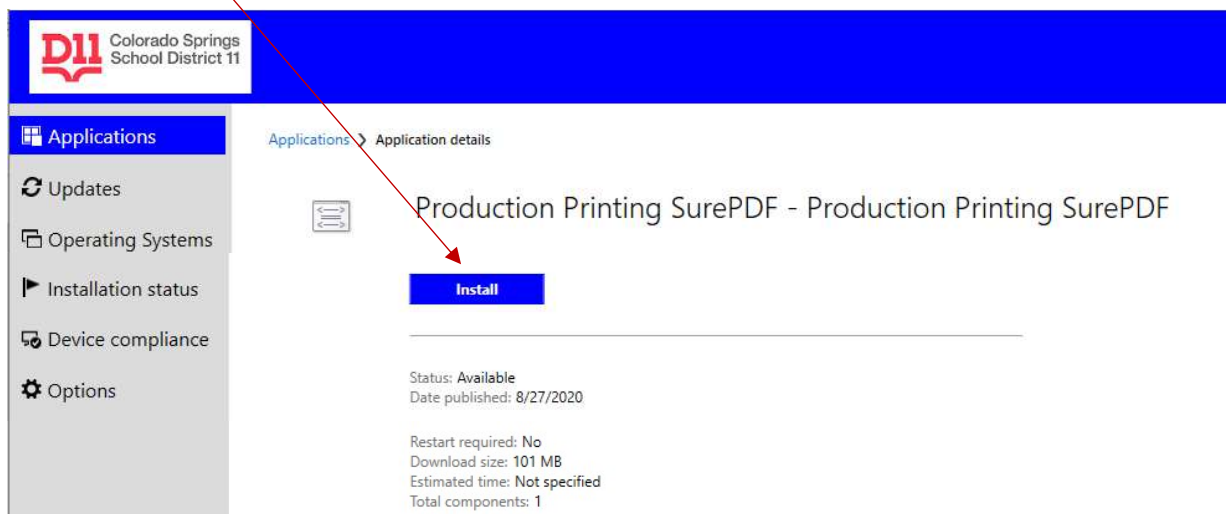
From your Search bar at the bottom of your screen, enter 'Software Center'. Click on the App.



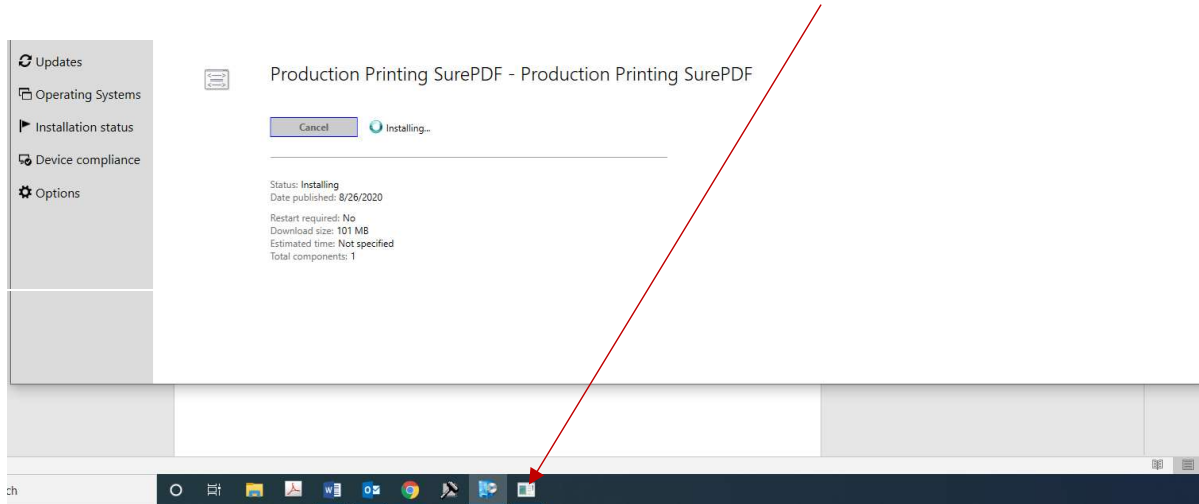
Find 'Production Printing SurePDF and click on it.



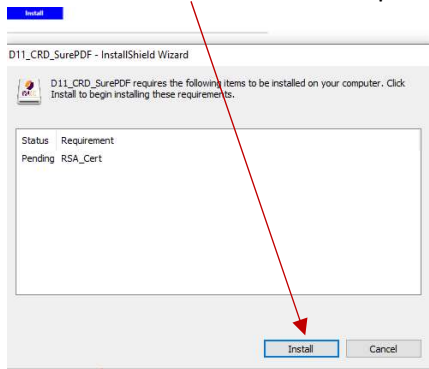
Click on 'Install'



Watch for the 2<sup>nd</sup> installation box to appear at the bottom of your screen and click on it.



Click on 'Install' and follow the prompts to complete installation.



**\*Note:**

- If you get a message that says 'Failed Install', try going through the download process again. If it still fails, you will need to open a Happy Fox Ticket at this link to get help from IT:

<https://cssd11.happyfox.com/home/>

When installation is complete, a box will appear that says 'Reinstall'. You may close that box, you do not need to reinstall the driver. See below for details on how to find and use the driver.