

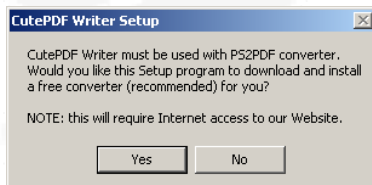
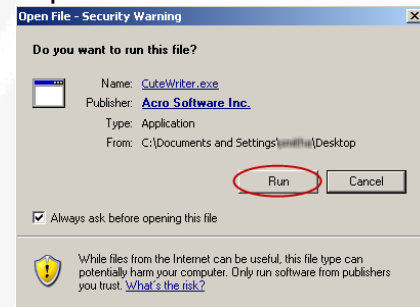
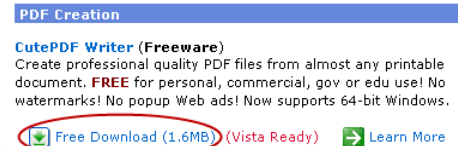


# CREATE A PDF

PDF Files can be created in Windows from any program that is able to print. Following these directions will allow you to create PDF's on-the-fly. Keep in mind that a PDF Reader is required to view these files. Luckily, most computers should already have one installed. Recommended is: Adobe Reader ([www.adobe.com](http://www.adobe.com)) and Foxit Reader ([www.foxitsoftware.com](http://www.foxitsoftware.com)), both are free.

## Installing the CutePDF Printer Software

1. Visit [www.CutePDF.com](http://www.CutePDF.com) and under the *PDF Creation* section click "Free Download" as seen at right. Click run, or if asked to save, save the file to the desktop for quick access.
2. If you were asked to save the file, minimize all open windows and double-click on the CuteWriter.exe icon on the desktop.
3. At the *Open File – Security Warning* dialog box (seen at right) click Run.
4. Click Next, Accept the Agreement, Click Next again, and then click Install.
5. You will then be given a prompt (below) to download an additional file. Click Yes.



6. It may take a few minutes to complete the download. The file will automatically install after download. When everything is complete a webpage will be opened with directions for using and removing the CutePDF application.

## Using CutePDF

To create a PDF document, simply print from any application using the CutePDF Printer. Additional directions follow.

1. Open the original document or webpage. Click File (if in Microsoft Office, click the Office Button) and Print.
2. At the print dialog box choose the CutePDF Printer (in the top drop down box) and click Ok.
3. At the *Save As* dialog box name your file and choose where to save it, then click Save.
4. To open and view the file, navigate to the save location of the file (chosen in previous step) and double click the PDF file.

