

CREATING A PDF WITH CUTE PDF WRITER

STEP 1 - Create and "Save" your original document. Can be anything: Word, Excel, Publisher, etc.

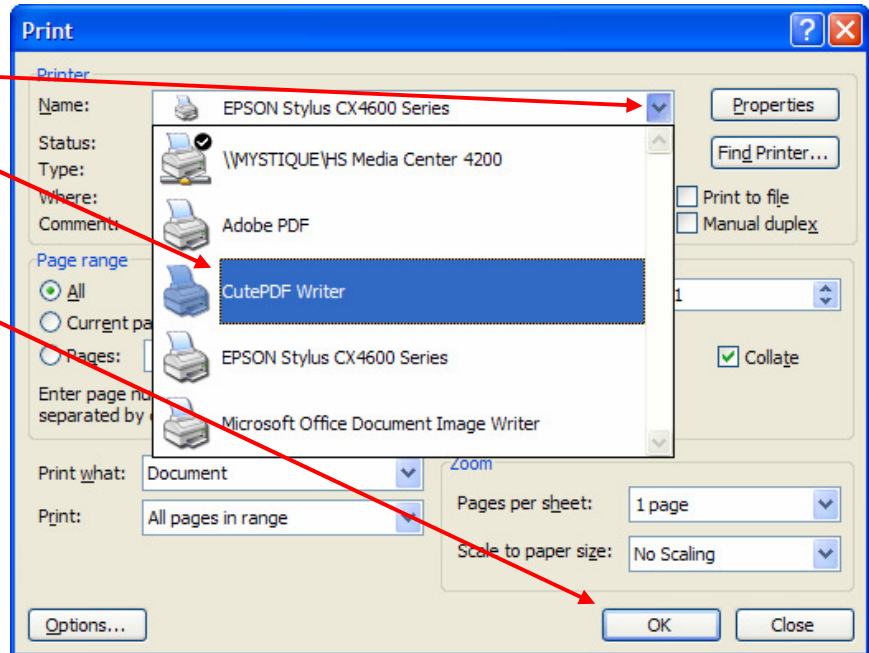
- Suggestion: Make the file name short and clear.

STEP 2 - Create and Save the PDF

- Click File...Print

In the "Print" window

1. Click the drop-down arrow to find "CutePDF Writer".
2. Click on "CutePDF Writer".
3. Click OK



In the SaveAs window

4. Click the drop-down arrow, drill down until you locate the folder you want to save this PDF in.

☛ Suggestion: I usually create a special folder called "PDFs" if I know that there will be more than 1 PDF created for a project.

☛ Suggestion: When creating a PDF for use in your webpage, save the PDF in your webpage folder.

☛ Suggestion: remove the "Microsoft Word" verbage from the file name. Keep it simple!

5. Click Save.

