



## Make sure we print what you create

How to make .pdfs of your documents For Free!

(For Windows users)

Follow these steps to install the CutePDF printer, enabling the ability to "print" a .pdf from any Windows program:

- 1. Using your favorite Internet browser, navigate to http://www.cutepdf.com.
- **2.** Ignore the advertisements for CutePDF Pro and click on **Free Download** (under PDF Creation header).
- **3.** Your browser will ask you whether you would like to save or open the CuteWriter.exe file. **Save** the file to your **Desktop**.
- **4.** After the file finishes downloading, find the **CuteWriter.exe** file on your Desktop and double click the icon to begin the install.



- 5. Windows will ask you to verify that you are okay with installing the program. Give permission.
- **6.** Install the program. Accept the agreement when it asks. Allow the program to install the files to the default location.
- 7. After the installation completes, a page with instructions will open in your default browser. Read through the page to familiarize yourself with how to use CutePDF. (It's amazingly simple.)
- 8. Start printing .pdfs!
- 9. Be sure to delete the CuteWriter.exe file from your Desktop to reduce clutter.

After creating a .pdf, ALWAYS open the .pdf in your Acrobat program (Reader or Pro) to make sure the .pdf has printed the way you expect. If you do not have an Acrobat program (the program used to look at and print .pdf files) installed on your machine, you can download Acrobat Reader for free at http://get.adobe.com/reader.