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CutePDF® Writer is free software that installs on your computer as a printer. When required to print a document, CutePDF® will be a printer to select from.

PDF is short for “Portable Document Format” and a reliable format to exchange documents via email. For participants taking a course with SDI, the exchange of the assignment information is completed via email in PDF format. Businesses also use PDF formatted documents to print and to send information to customers and clients.

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CutePDF™ Writer

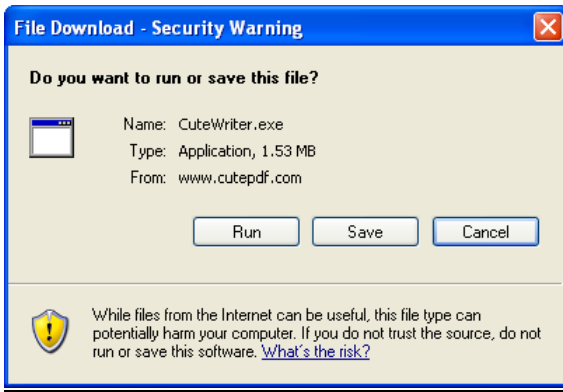
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Portable Document Format (PDF) is the de facto standard for the secure and reliable distribution and exchange of electronic documents and forms around the world. CutePDF Writer (formerly CutePDF Printer) is the free version of commercial PDF creation software. CutePDF Writer installs itself as a "printer subsystem". This enables virtually any Windows applications (must be able to print) to create professional quality PDF documents - with just a push of a button!

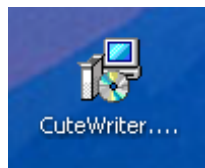
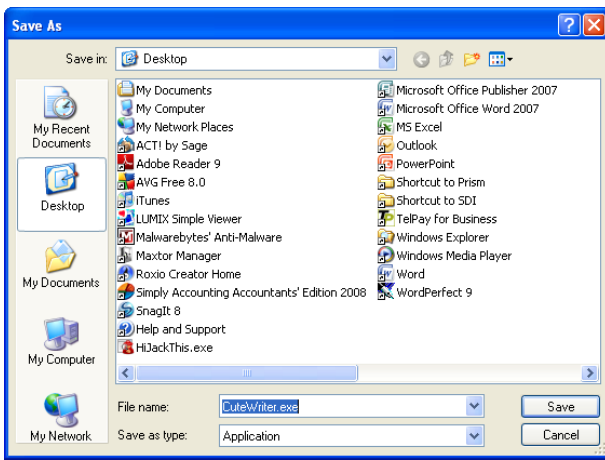
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File Download, Do you want to run or save this file? Select Save.

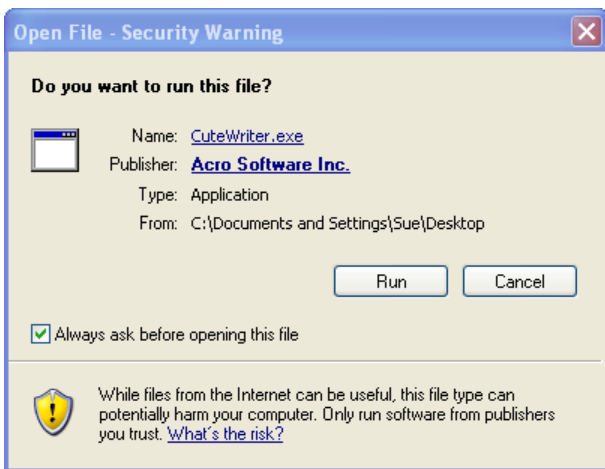


Save As – Where would you like to save the file to? Save in: Desktop or to a directory of your choice. When the save as completed, the Download will close. In this example, the Save in: was to the Desktop.

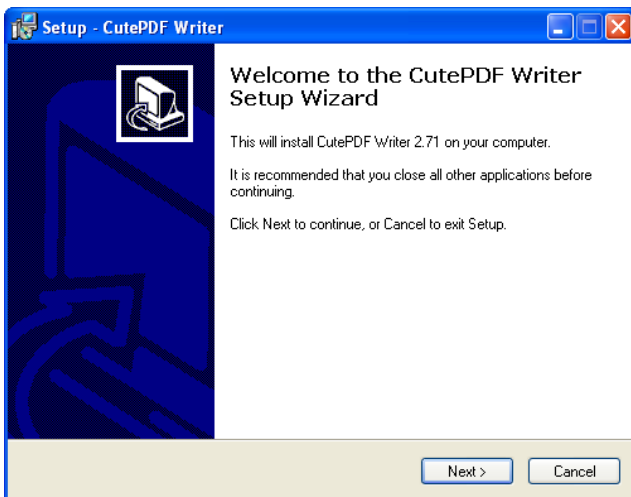


At the Desktop, select the icon CuteWriter.

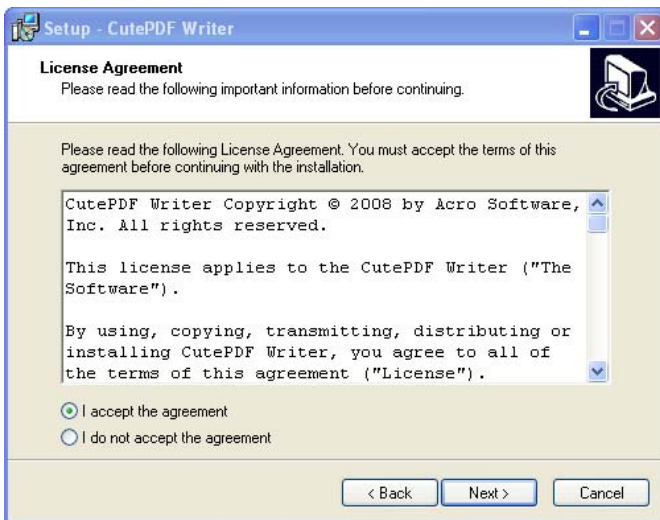
Do you want to run this file? Select Run



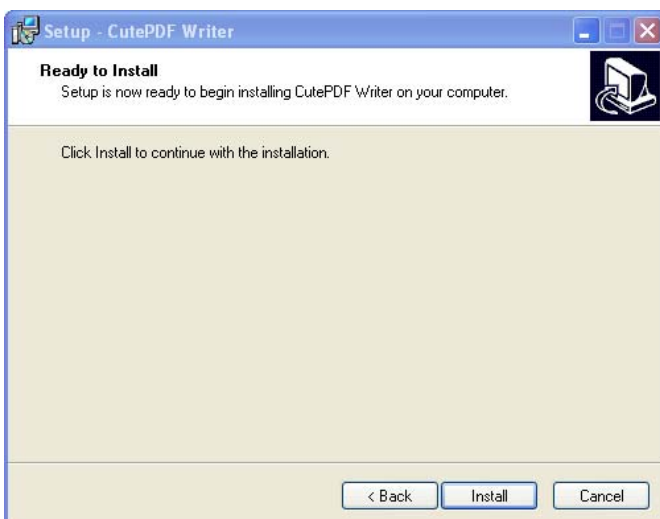
Read the window and to start the install, click next to continue.



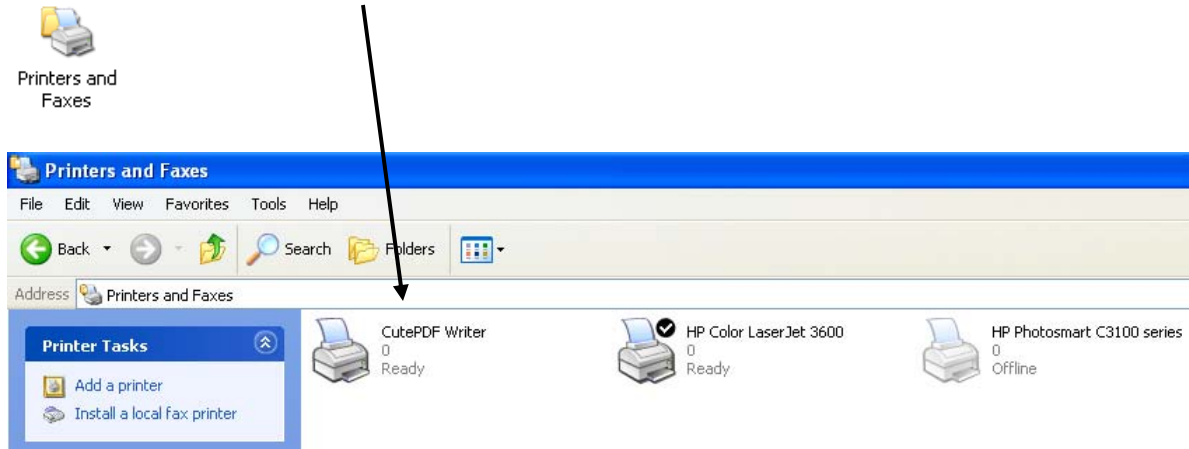
Read the License Agreement and if you select "I accept", select Next.



Ready to Install, click Install to continue. Do not look for any application to run. The program has now been installed as a print driver.

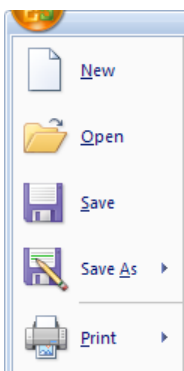


The Cute PDF Writer has been installed as a printer. To view printers, in the Control Panel, select Printers and Faxes and a list of all the print drivers installed on the computer, as demonstrated below.

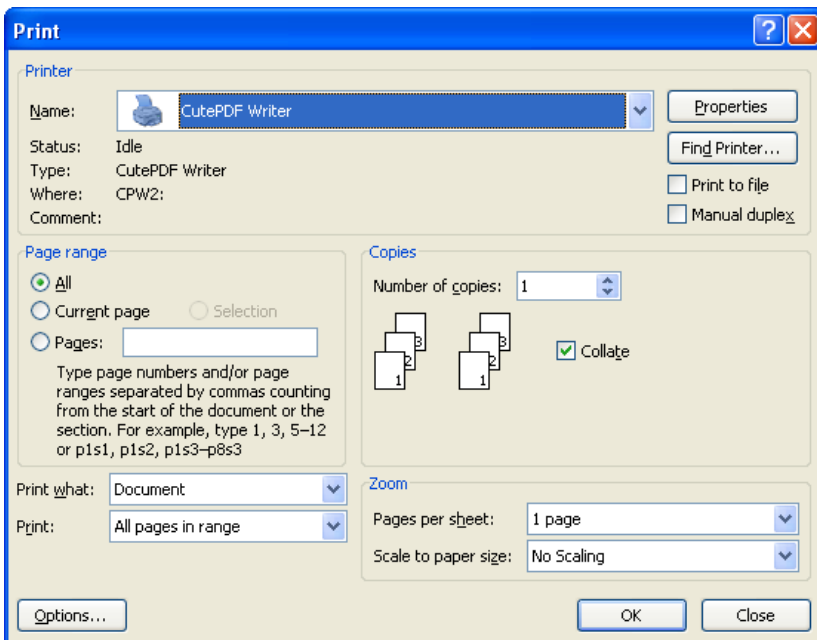


Using CutePDF Writer to create PDF documents:

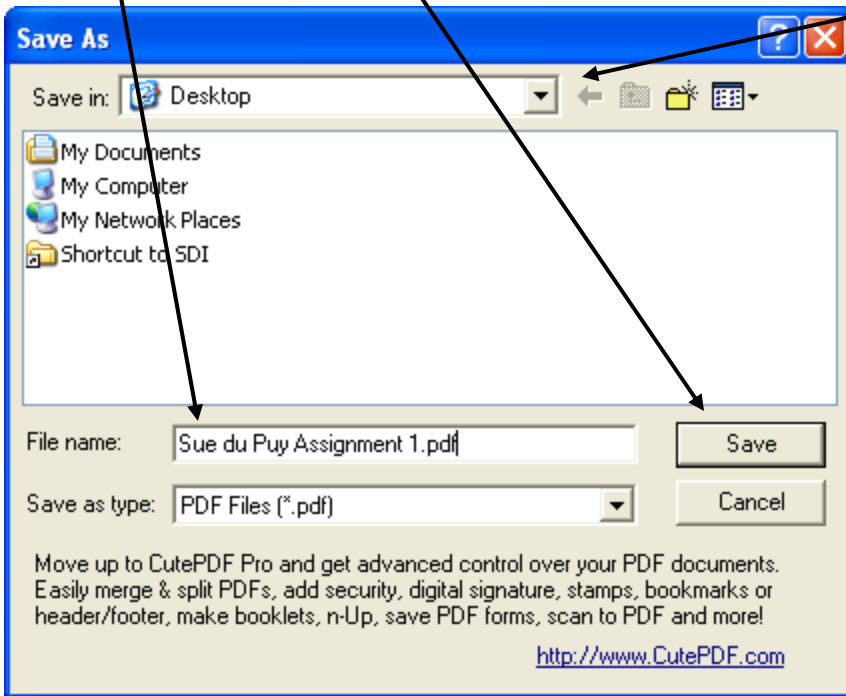
1. Open the original document and select Print from the file menu.



2. Select CutePDF Writer from the drop down menu as the Printer to print. Select OK at the bottom.



3. You will get a Save As box prompted for saving the created PDF File. Select a folder to Save in and enter a File name, then click on Save.



The document will be saved to the Save in location and the file will look like this icon.

Emailing PDF Documents:

To attach a PDF document to an email, select **“Attach File”** in the Message. The **Insert File** window opens and from the **“Look In”**, select the location of the PDF File. Select the file and then Insert. The file will show in the email message window as an attachment. Send email.

