
Saving Files as a PDF: PC

OVERVIEW

While there is no tool pre-installed on PCs for converting files into PDFs, there are many free PDF converters available to download and use.

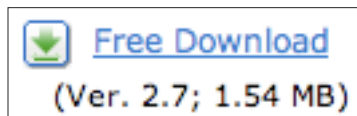
The recommended PDF converter by eLIS is CutePDF:
<http://cutepdf.com/Products/CutePDF/writer.asp>

DOWNLOADING AND INSTALLING

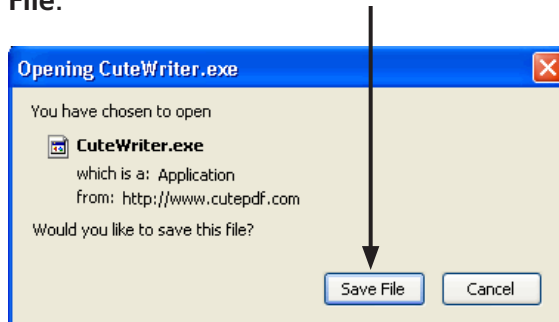
1. Go to the CutePDF website at <http://cutepdf.com/Products/CutePDF/writer.asp>

You will need to download the CutePDF writer and converter; both are free to download.

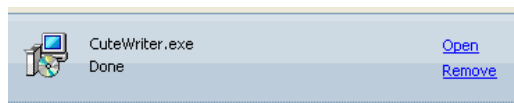
2. On the left side of the screen, click the **Free Download** link.



3. A dialogue box will appear on screen asking if you would like to save the file; click **Save File**.

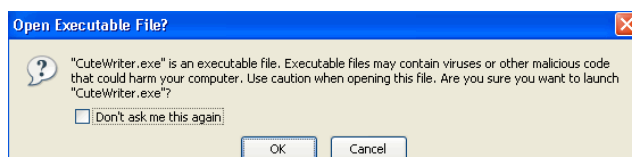


A file named CuteWriter.exe will be saved to the desktop.



4. Click **Open** in the "Downloads" dialogue box, or double click the file icon on your desktop

(Note: click OK if a warning message appears for the executable file).

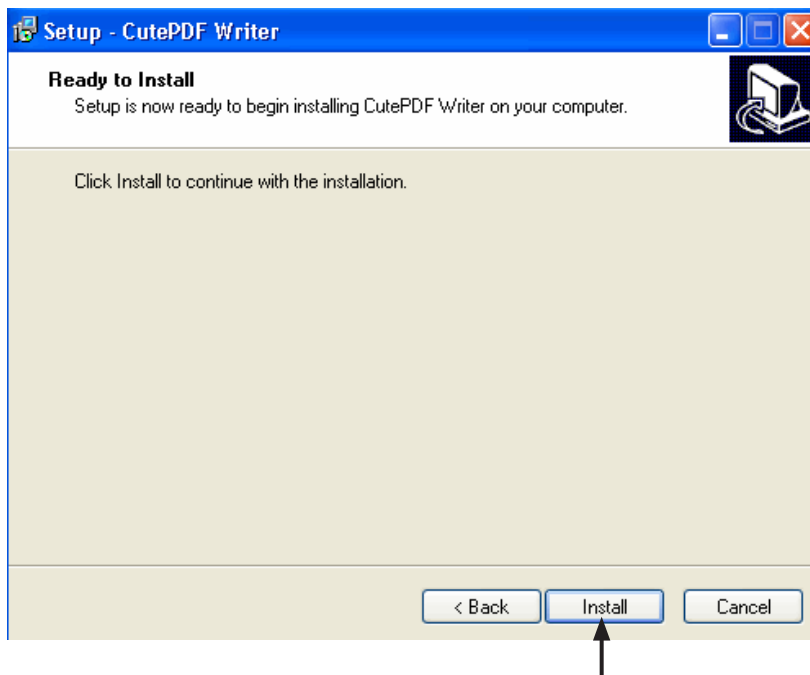


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The Setup Wizard for the CutePDF Writer will appear on screen.



5. Click **Next** and follow the instructions in the Setup Wizard.

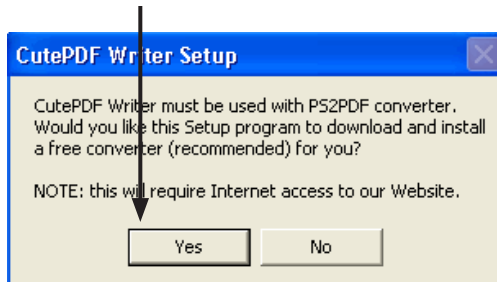


6. When the Setup is ready to begin installing CutePDF Writer on your computer, click **Install**.

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If not already on the computer, the Setup Wizard may ask if it should download and install the PS2PDF converter.

7. Click **Yes**.

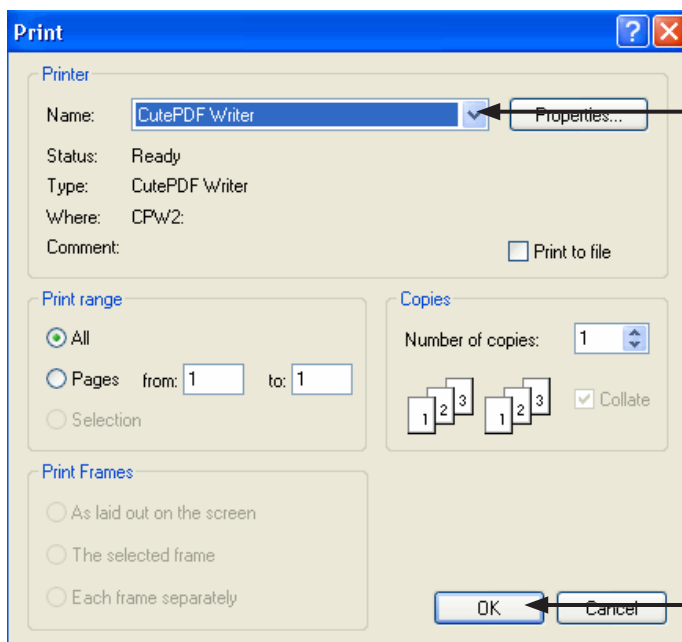


The Setup Wizard will install the CutePDF Writer and converter onto your computer.

USING CUTEPDF TO CREATE A PDF DOCUMENT

1. Open the original document you wish to save as a PDF file.
2. From the menu, click **File**, and click **Print**.

The "Print" dialogue box will appear on screen.

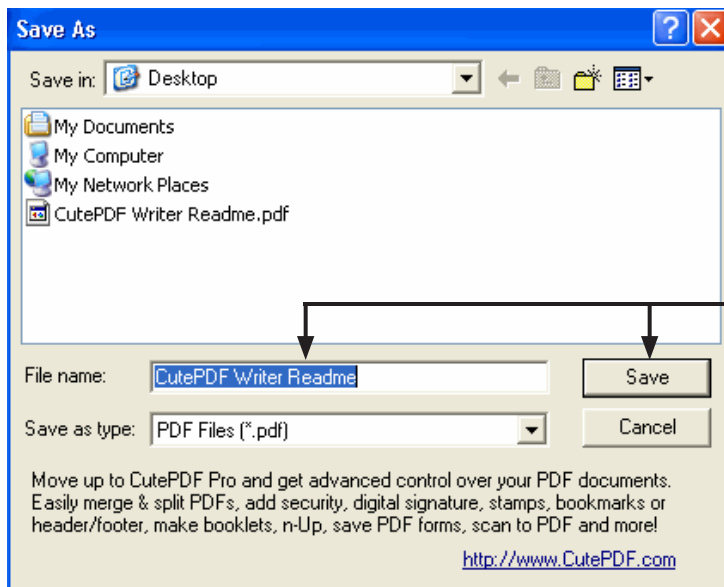


3. Under the "Printer" options, click the drop down list and select **CutePDF Writer** from the menu options.

4. Click **OK**.

The "Save As" dialogue box will appear on screen.

Saving Files as a PDF: PC (continued)



5. Choose **where** to save the file on your computer,

enter in a **File name**, and click **Save**.

The document will be saved as a PDF file on your computer.