

cutePDF Writer Help Sheet

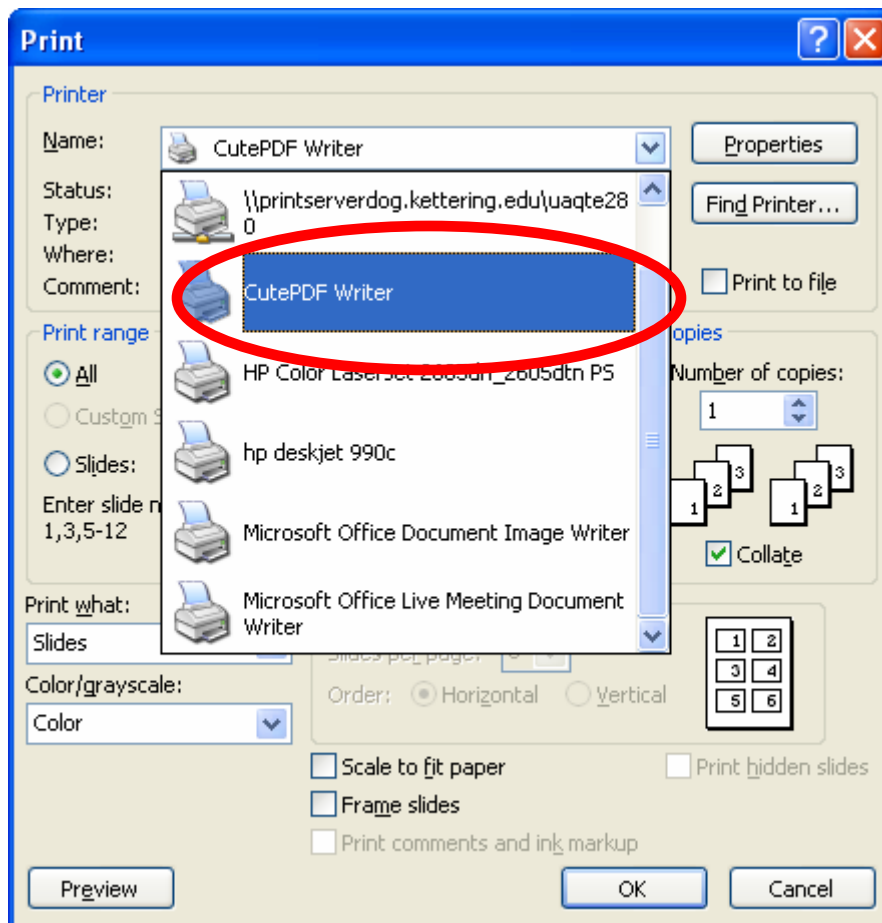
Installation (for non-Kettering PC):

Kettering PCs supported by Kettering IT have cutePDF Writer pre-load on the machine and therefore should skip this section.

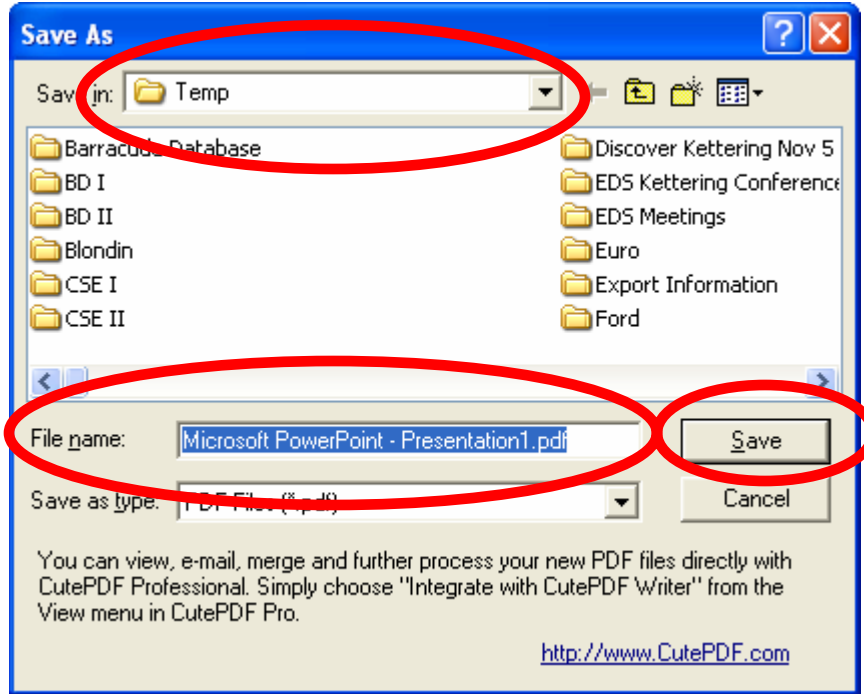
1. Download ghostscript (convertor.exe) and cutePDF Writer (cutewriter.exe) from the www.cutepdf.com website to a folder or your desktop. The direct link to the download file is: <http://www.cutepdf.com/Products/CutePDF/writer.asp>
2. Double click on convertor.exe to install the ghostscript.
3. Double click on cutewriter.exe to install cutePDF Writer
4. To save disk space, convertor.exe and cutewriter.exe can now be deleted

Using cutePDF Writer:

You can convert anything you can print to a PDF document. From a menu bar click on File, then Print. Then select CutePDF Writer from the dropdown Printer Name box.



After you click OK, a typical Microsoft Save As pop-up will appear.



Choose the file folder in which your PDF document is to be saved. Type the document's name in the File name: box, and click Save. You have created your PDF document.