



cutePDF fact sheet

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!

How to install...

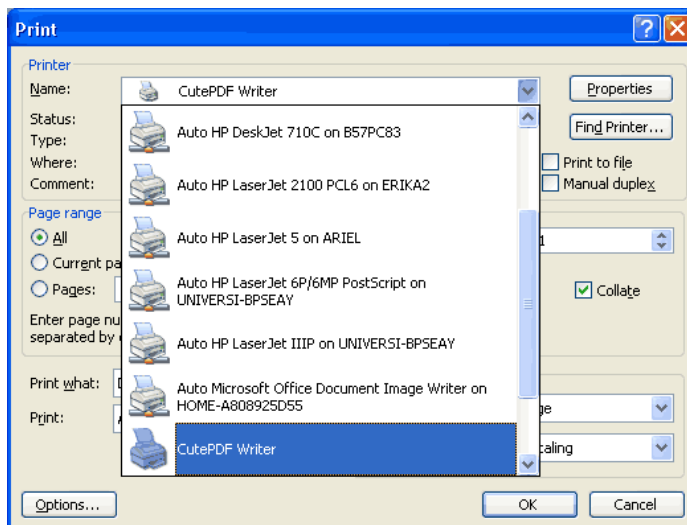
You can install it from the Student CD, from UP's FTP site (<ftp://ftp.up.ac.za/pub/windows/cutepdfwriter/>) or from the clickUP help website (www.click.up.ac.za).



NB! You must install two components. The one is a converter and the other the printer.

How to use cutePDF

1. Open the Word/PowerPoint/Excel document you want to convert to a PDF document.
2. Click on the File Menu on the Menu Bar. Select Print from the drop-down menu.
3. The Print options pop-up opens. In the Printer Name dropdown list, select cutePDF.



4. Set all the other print functions as you would normally do for printing.
5. Click on OK. A new window opens so that you can determine where the new document must be saved.
6. Browse to the correct location and click on save. (You can also rename the document here)
7. Use Windows Explorer to check what the file size of the document is before you upload or email the document.