

Cute PDF

➤ Quick Guide

You have a new application on your CWS that many of you have not heard of. It is called **Cute PDF**.

PDF stands for portable document file. It is the format you often associate with Adobe files because Adobe Reader opens PDF files. These files are good to send to others because they retain their original formatting and can't be tampered with by the person who is receiving them.

If you want to use Cute PDF follow these steps:

1. After you have written and saved a document in Word or Excel, click on the Office Button and go to Print.
2. The Print menu will have a number of selections. Select Cute PDF as the printer.
3. The normal print menu will pop up with Cute PDF listed as your printer.
4. Click on OK at the bottom of the print menu as if you are going to print.
5. The Save menu will pop up, and show that your document has been saved as a PDF. You can now save the document to any location in PDF form.
6. Remember to select your normal printer after converting your file to PDF.