

How to create a pdf file

For those of you who have not created a file or document in pdf format, then this easy step page may be of help.

First you need to produce your document in the format you use (word, excel etc. Or even a photo)

Instead of printing this file from your printer, you will save it to a pdf format file.

This format file can then be sent as an attachment in an email or printed as normal.

You will need to download the software (free) from: www.cutepdf.com and follow the links to CutePDF Writer (Freeware).

Once this is installed then follow instructions:-

Using CutePDF Writer to create PDF document:

DO NOT look for any application to run. Just print your document using CutePDF Writer (the printer) to get PDF output.

1. Open your original document and select **Print** command in File menu of your application to bring up **Print** dialog box.
2. Then select CutePDF Writer as the Printer to print (**DO NOT select "Print to file"** option).
3. You will get a Save As dialog box prompted for saving created PDF file. Select a folder to Save in and enter a File name, then click on **Save**.
4. Go to that folder to find your PDF file.

* CutePDF Writer supports Microsoft Windows 98/ME/2000/XP/2003/Vista (x32/x64).

* CutePDF Writer requires PS2PDF converter. You may get a free converter

Simple process and easy to use.

If you need any help then please email me or give me a ring

John Spiller