

Indiana State University  
College of Health and Human Services  
Instructions for Saving / Printing to PDF

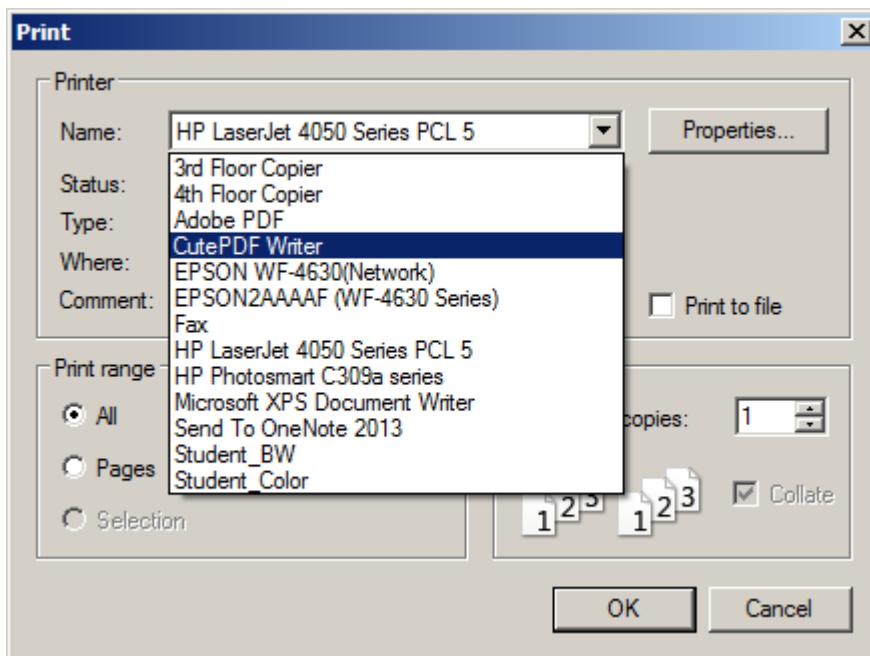
Newer versions of Office products have a Save as PDF option which can be used to save in the pdf format.

To save as a PDF in other programs (any program from which one can print, such as a web browser) use CutePDF.

The free software (CutePDF Writer - <http://www.cutepdf.com/>) looks like it installs a printer on one's computer...the Cute PDF Writer.

When using Cute PDF Writer to save to PDF:

- Choose to print the document / web page / screen, etc (Often File, Print OR Ctrl + P)
- Select Cute PDF Writer as the printer (see image)



- Once the Cute PDR Writer is chosen as the printer and the “item” is “printed” , a dialog box will open for file naming and selection of the destination where the pdf file will be saved (see image below). This is similar to what would occur should one choose “File >> Save As” in other programs.

