Saving a Document as PDF with CutePDF Writer

- 1. Open the document or file you would like to convert to PDF format.
- 2. Navigate to the normal print option for your program.
- 3. When the Print options dialogue box opens, select CutePDF Writer from the printer list. Set all the other print functions as you would normally do for printing. The K-8 and 9-12 Report Cards have specific print functions See document entitled Printing K-8 or 9-12 Report Cards from the Office.
- 4. Click on "Print". A new window opens so that you can decide where the PDF file should be saved.

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(You can also rename your new PDF file here.)

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- 5. Browse to the desired location and click on Save.
- 6. The newly saved file can now be sent as an attachment in regular email.