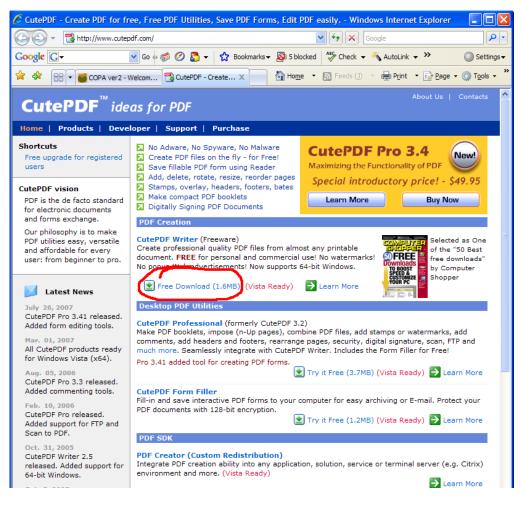
## **Creating** .PDF files

.PDF files are a ubiquitous file format that can be created by any computer and any application and be read by any computer. Before Adobe created this file format, exchanging files was cumbersome.. Formatting would be thrown off from the other person not having the exact application, operating system, or having the used fonts installed on the computer. For example, a WordPerfect file created on a Macintosh would lose formatting when converted over to a Word application on a PC. Adobe created a system where the .PDF file format would save your exact format and fonts and can be read by anyone with the free Adobe Reader program. Creating .PDF files required the Adobe Acrobat program, but that program is costly. A free .PDF Creator is now provided to you by Acro Software Inc from <u>www.cutepdf.com</u>.



Download the free .PDF maker, "CutePDF Writer"

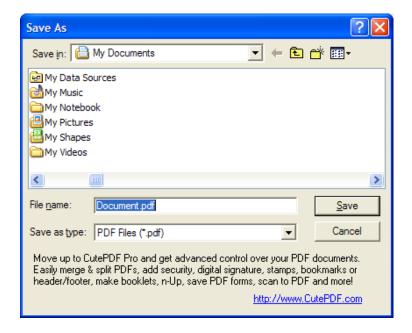
Once you download it, click "Run" or "Open" and install the program.

NOTE: Some free programs install a toolbar or extra software to pay the bills. You can uncheck any other programs or toolbars when installing. Just read the prompts as you install.

## **Creating**.**PDFFiles**

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File Edit View Insert	🌢 Print 🛛 🖓 🔀	
Arial	General Select Printer Canon IR9070 PCL6 CutePDF Writer Frax 4.3 Status: Ready Location: Comment: Find Printer	
	Page Range         Image: All         Selection       Current Page         Pages:       1-65535         Enter either a single page number or a single page range. For example, 5-12	
For Help, press F1	Print Cancel Apply	

You now have the application installed on your computer. To create a .PDF file, you just print from any application to your "CutePDF Writer" driver instead of your printer driver. You can use any application from Excel and Word to Firefox and Photoshop. Even Adobe Reader. You can even cut out a page by printing only certain pages, instead of "All". For example, you would print 20 pages of a 22 page document by clicking "Pages" and type "1-20". Or, if you want to skip a page, type "1-10,15-22" and 11-14 will be skipped.



You will then be prompted for a filename. You're .PDF file is now created.