



Technology Helper

Installing and Using CutePDF Writer to Create PDF Files

Installing CutePDF Writer

(These instructions are for machines running Windows 98. If you are running a different operating system, please contact the technology coordinator for help.)

1. Go to www.avonschools.us and go to the technology page.
2. Click on upgrades.
3. Scroll down and find PDF Printer. There should be two hyperlinks in this section.
4. Click on Install This Piece First. A window may appear, and if it does, select the Open Or Run option.
5. Follow the steps for installing this software.
6. When that install is complete, click on Install This Piece Second on the technology upgrades website.
7. Again select Open or Run and install with all defaults.

Converting Documents to PDF Using CutePDF

1. Open the document you wish to convert to a PDF file.
2. Go to file: print.
3. In the printer selection box, select CutePDF Writer.
4. Select a name and location to save your PDF file. (Don't forget where you save it.)
5. You now have a PDF file for emailing or posting to a web site.