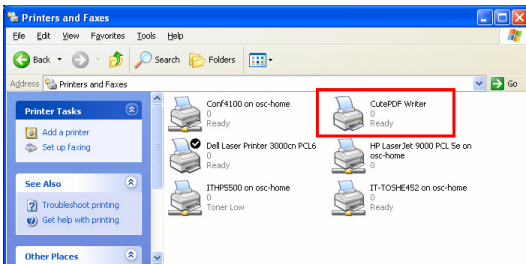# How to use CutePDF to convert Word documents to PDF document
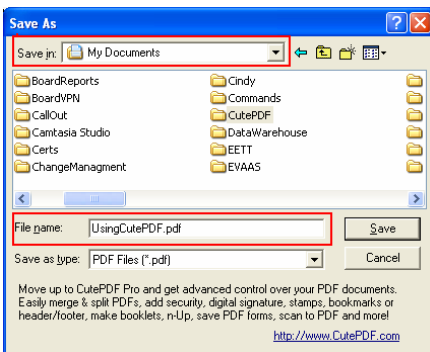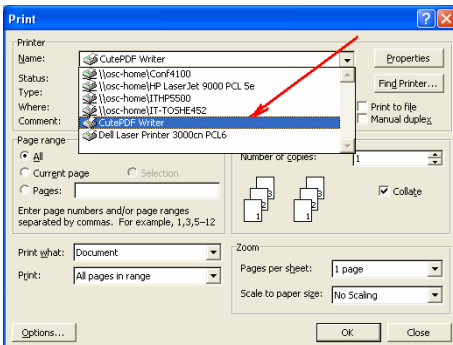

CutePDF is software that can be used to convert just about any type of document- Word, Excel, JPG, etc into a PDF document.

Once the software is installed on your computer a new printer will appear under Control Panel, Printers and Faxes.

To convert a Word document to PDF:

1. Open a Word Document
2. Select File, Print, then select CutePDF Writer for your printer.
3. Click OK
4. Select the location to save the file under Save in
5. Select the file name under File name
6. Click Save

Note:

The next time you need to print a document it will still be set to use the CutePDF printer, so you need to remember to set it back to your other printer.