

# Convert a File to PDF

- 1) Click the download link. <http://www.cutepdf.com/Products/CutePDF/writer.asp>
  - 2) Install following the prompts.
  - 3) You may need to restart the computer.
  - 4) Inside your software, with a transcript open, go to Print.
  - 5) Where you would normally select a printer to print on paper, click the drop-down or scroll through to locate CutePDF Writer. Select it.
  - 6) Click "Print."
  - 7) It should prompt you where you want to save the file. You can choose your desktop, your My Documents, or wherever you like.
  - 8) E-mail me the newly created PDF file, exactly the way you would an ASCII. It attaches to e-mails in just the same way.
- If this still doesn't work, you may have to restart your computer or software. Then try again starting at Step 4.