How to convert from Micorsoft Word document to PDF file using CutePDF Writer

Portable Document Format (PDF) is the de facto standard for the secure and reliable distribution and exchange of electronic documents and forms around the world. CutePDF Writer (formerly CutePDF Printer) is the free version of commercial PDF creation software.

Installation Requirements

- CutePDF Writer supports Microsoft Windows 98/ME/2000/XP/2003/Vista/7 (x86/x64).
- Requires PS2PDF converter such as Ghostscript (recommended). You can get the free GPL Ghostscript 8.15 from the AAU Library site, Download section.

How to convert your document?

1. **Download CutePDF Printer and Ghostscript Program**
2. **Install the program cuteprinter.exe and ghostscript8.15.exe**
3. **Print The Document**
4. **Select the CutePDF Printer as your Printing Device**
5. **Save the PDF file**
6. **Uninstall CutePDF Writer**

1. **Download CutePDF Printer and Ghostscript Program**
   a. Visit the AAU Library website (http://www.aau.edu.et/index.php/library-and-museum/library) website and download the CutePDF programs (CuteWriter.exe and ghostscript 8.15.exe) from the download section.

   Download Section

   b. Once you click on the link, a dialog box will pop up and click the "SAVE" button to continue.
   c. Once you click the save button, you will be prompted where to save the files. It is recommended that you save the file to a place where you will be able to find it easily, such as your desktop.

2. **Install the program cuteprinter.exe and ghostscript8.15.exe**

    a. Once the download is complete, double click the cuteprinter.exe file to install. You will be prompted with the following dialog boxes.

    b. You will then be asked if you would like to continue. Click the "YES" button.

    c. Next, read the License agreement. If you do not agree with the agreement, click the "NO" button to NOT install CutePDF. If you Do agree with the agreement, click the "YES" button to continue.

    d. Your Done Installing CutePDF!.

    e. You can also install the ghostscript program by double click the ghostscript8.15.exe and follow the instructions on the screen.

3. **Print The Document**

    a. Start by opening any document that you would like converted into a PDF file.

    b. Click on the "FILE" menu and select "PRINT" as you would if you were printing a document to a normal printer.

4. **Select the CutePDF Printer as your Printing Device**

    a. Select the CutePDF Printer as your Printing Device.

    b. All default settings should be ok to use. If you need to, change your paper orientation or paper size, as you would if using a normal printer.

    c. Click the "OK" button and your document will begin to "print".

5. **Save The PDF File**

    a. After a short wait, you will be presented with a "SAVE AS" dialog box. Enter the name of the file you would like to use in the "Name:" field, then select where you would like to save the file. Then click the "SAVE" button.

    b. It's recommended again to save the file where you will be able to find it easily, such as the desktop.

6. **Uninstall CutePDF Writer:**

    a. Activate the Control Panel, double click Add/Remove Programs, and double click on the CutePDF Writer list box entry or

    b. On the Windows taskbar, click Start.

    c. Run Programs -> CutePDF -> PDF Writer -> Uninstall CutePDF Writer.