

## **To save to PDF (not paper) – Public Domain Format**

1. Click File (ALT+F)
2. Print (P)
3. In the Printer Name Box, Choose CutePDF rather than a physical printer (Alt + N, arrow up to CutePDF Writer. Enter)
4. Click Print icon at the bottom of the box (Enter)
5. The screen will show a SAVE dialog box.
6. Select a location (Alt + I, arrow up or down to your saving location)
7. Name the document (Alt + . Click Print.
8. Later to open the file, double click on My Computer on the desktop.
9. Find the file (it will show a red icon). Double click the file. It will launch a PDF Reader. You may see the file, but not write on it. You may print it to paper if you wish.