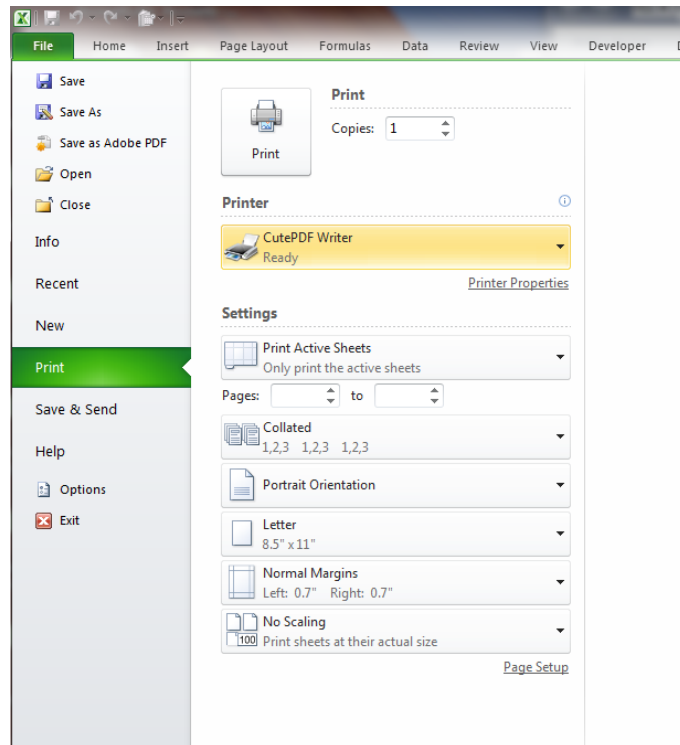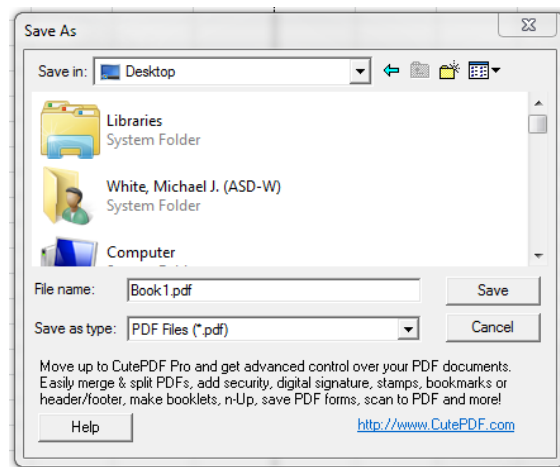# Saving a Document as PDF with CutePDF Writer

1. Open the document or file you would like to convert to PDF format.
2. Navigate to the normal print option for your program.
3. When the Print options dialogue box opens, select CutePDF Writer from the printer list. Set all the other print functions as you would normally do for printing. The K-8 and 9-12 Report Cards have specific print functions – See document entitled Printing K-8 or 9-12 Report Cards from the Office.

4. Click on "Print". A new window opens so that you can decide where the PDF file should be saved.

(You can also rename your new PDF file here.)

5. Browse to the desired location and click on Save.
6. The newly saved file can now be sent as an attachment in regular email.