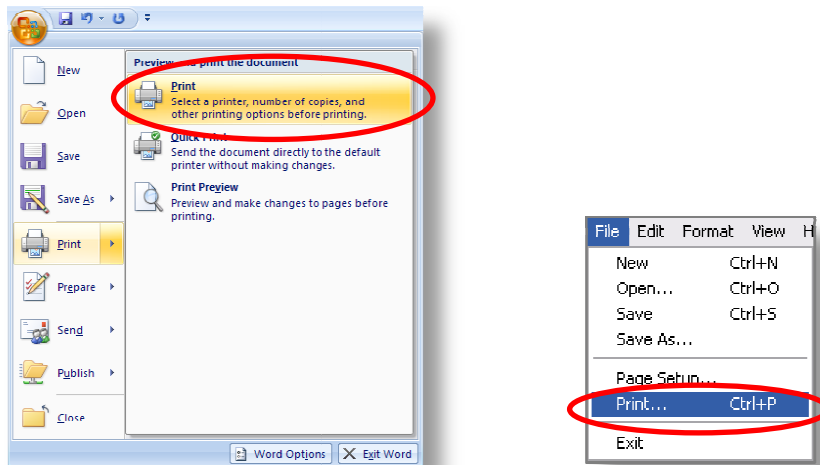


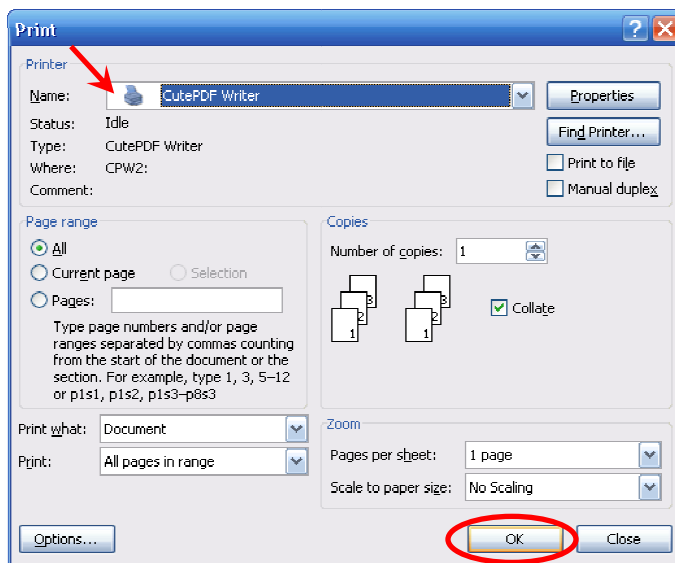
Using CutePDF

This tutorial will show you how to use CutePDF to convert any printable document to PDF for posting on Blackboard.

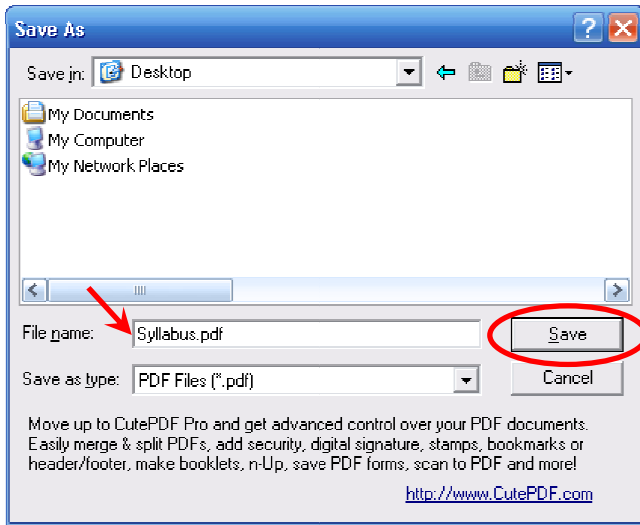
1. With the document open you would like to convert select print (this might vary depending on your program.) You can also use the keyboard shortcut ctrl + p to print from most applications.



2. Ensure that CutePDF is selected as the printer and then click *Okay*.



3. Type in the filename you wish to save your PDF as and then click *Save*.



4. Depending on the content of your file (images take significantly longer) your PDF will be available in the location you specified.