

Save Microsoft Word Document to PDF format using CutePDF Writer for Windows

Download free **CutePDF Writer** software from www.cutepdf.com. Downloading and installing the software takes about 5 minutes. During the installation process you will be prompted to also install “Free Converter”. Go ahead and do this.

After you’ve downloaded and installed the software, open your Word file and select Print. Select “Cute PDF Writer” from the list of available printers. Then select the Properties tab.

From the Properties window select the Paper/Quality tab. Under Color select Black and White, then click the Advanced tab.

From the Advanced window, the Graphic selections should be 300 dpi and under True Type font select Download as Softfont.

Then click OK, then OK again, then OK again.

You will be prompted to select the destination directory and filename for your file.

Save Microsoft Publisher Document to PDF format using CutePDF Writer for Windows

Download free **CutePDF Writer** software from www.cutepdf.com. Downloading and installing the software takes about 5 minutes depending on your connection speed. During the installation process you will be prompted to also install “Free Converter”. Go ahead and do this.

After you’ve downloaded and installed the software, open your Publisher file and select Print. Select “Cute PDF Writer” from the list of available printers. Then select Advance Print Settings (its in the bottom left of the window). In the Advanced Print Settings window you will see 3 tabs (Separations, Page Settings, Graphics and Fonts).

Choose Separations and make these selections

Output: Composite Grayscale

Resolution: 300x300

Now choose the Graphics and Fonts tab and make these selections

Graphics: full resolution linked graphics

Fonts: Use only publication fonts

Click OK, then OK again and the then you will be prompted to select the destination and filename for your file.