

# PDF Is the Preferred Document Type for OurSunCityHiltonHead.net

Or

## What the heck is a PDF file?

A PDF is a computer file created using the Portable Document Format. These files may be viewed and printed using a software program called Adobe Acrobat Reader. The free reader program can be downloaded from [www.adobe.com](http://www.adobe.com). Everyone has the reader already, or can easily get it.

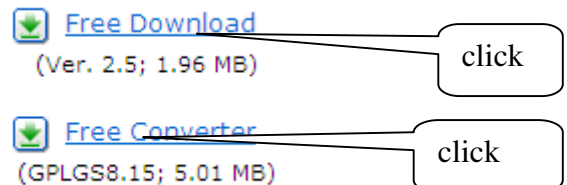
A separate program is required to create the PDF. The Adobe Company sells the very capable Acrobat Standard program for around \$300, but other sources offer basic PDF makers on the Internet for free. OurSunCityHiltonHead.net recommends CutePDF.

CutePDF can be installed on your PC by downloading and then running two programs, CuteWriter.exe and Converter.exe. These programs can be downloaded from the CutePDF site at [www.cutepdf.com/Products/CutePDF/writer.asp](http://www.cutepdf.com/Products/CutePDF/writer.asp) or from the document area of the OurSunCityHiltonHead Support group page at [www.oursuncityhiltonhead.net/groups.aspx?p=5&gid=180](http://www.oursuncityhiltonhead.net/groups.aspx?p=5&gid=180).

Depending on the model of your computer and it's operating system, your screens may be different from these screen shots.

If downloading from the CutePDF site, click on the "Free Download" link and get a box where you can chose the option to save to disk.

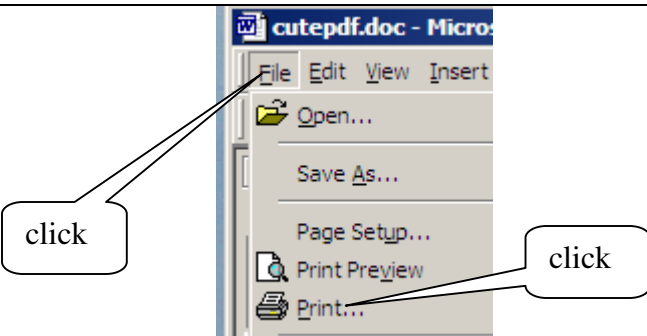
You will be asked for a place on your PC for the download. After the download is complete, do the same with "Free Converter."



After downloads are complete, find the CuteWriter.exe and Converter.exe files on your hard drive and execute them by double clicking. This will install the PDF writer program on your PC.

## Using the PDF Writer

Use any program to create the content of your document. This PDF document you are reading was made with Word. You could use Excel to show a membership list, softball standings, results of a golf tournament, etc. Any program that can send to a printer is OK.



Here is the trick, we print to a file instead of paper.

When finished creating your document, click on "File" and then Print to get a choice of printers. The resulting file will be our PDF to upload to OurSunCityHiltonHead.net documents.

Pick CutePDF Writer as printer.

Choose the newly installed CutePDF "printer" instead of your regular machine. Click OK to start "printing." A box will appear to ask for document name and location.

Type in a document name and remember where you put it. Click on Save.

You can take a look at your PDF file by using Windows Explorer to find the file and double click on its name to open it up in the Adobe Reader.

Remember where you saved the file.

Give the file a unique name.

That's it. You just made a PDF file that can be opened and read by just about any computer system in the world. It is ready to be uploaded into OurSunCityHiltonHead.net as a document.