

Cute Filler Instructions

- 1) Go to www.cutepdf.com/Products/CutePDF/Filler.asp.
- 2) Click on "Download (1.14 MB)" on the left side of the screen.
- 3) Click on "Save" and save it to where you would like it (I would suggest saving to the Desktop).
- 4) Once saved, click close and exit out of Cutefiller. Click on the cutefiller icon on your desktop. Click on "Run".
- 5) Follow the instructions through the Installation Wizard, being sure to accept the software license agreement. Click "Finish" and then "Launch".
- 6) Once the program is open, click on the "Open" icon on the top left of the screen or choose "Open" from the File menu.
- 7) Find the application file from wherever you have it saved.
- 8) You can now begin filling out the application. To save, click on one of the blue "Save As..." boxes, which are located at the top right-hand corner and bottom left-hand corner of each page.

*Note: Ignore the pop-up boxes that tell you that you cannot save the document. You can simply close the boxes as they come up.

- 9) Name the file and choose where you would like to save it.
- 10) Each time you want to open the document, you must first open CutePDF Form Filler from the program menu and then select "open," find the application that you saved and double click.
- 11) You can now add more to the application, being sure to save by clicking on one of the blue "Save As..." boxes before closing or exiting.
- 12) You can repeat this process (steps 10-12) as many times as you would like.