

## INSTALLING THE PDF WRITER FOR WINDOWS VISTA & 7

<b>Title</b>	Installing the PDF writer for Windows Vista & 7
<b>Category</b>	System
<b>Document Number</b>	V2TN007
<b>Create Date</b>	21/01/08
<b>Revision Date</b>	06/07/10
<b>Document Version</b>	Final
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### Introduction

The current Candy PDF writer is not compatible with Windows Vista & Windows 7. There are a few PDF converters available free on the internet. These converters can be used to create PDF documents from Candy and other applications like MS Word & MS Excel.

### Installing the PDF writer

#### **Do this:**

Create a new folder on your C: drive.

Name the folder **Cute PDF Download**.

To download the PDF writing software, go to the following website; [www.cutepdf.com](http://www.cutepdf.com)

Under the heading **PDF Creation**, select **Free Download (Windows 7 Ready)**

A dialogue box is displayed, giving you the option to "Run" or "Save" the setup file.

Select **Save**

Browse for the "Cute PDF Download" file on your C: drive.

Save the setup file in this folder.

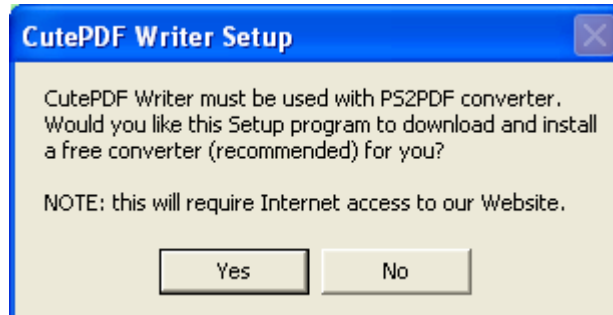
When the download is complete, click **Open folder** to open to the folder containing the Cute PDF Download.

Double click on the setup file to run the installation.

Select **Run** on the dialogue box to install the program.

Follow the installation instructions.

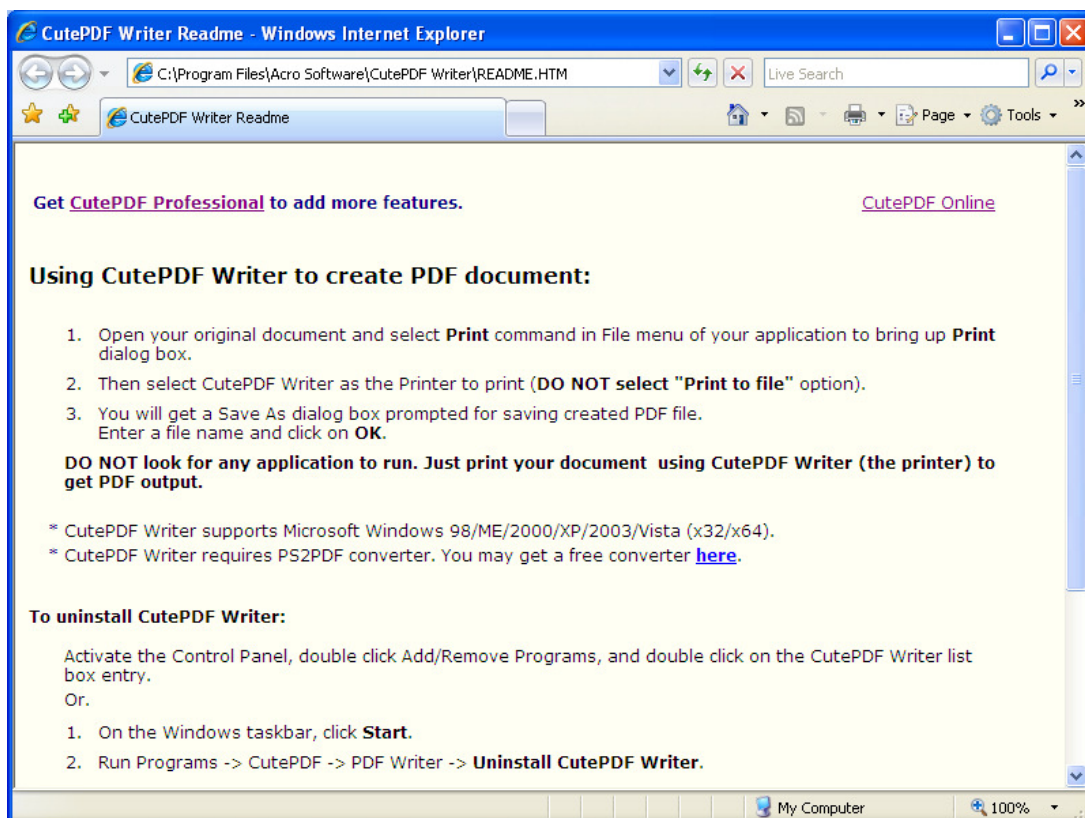
When the installation is complete the following dialogue box will be displayed



Click **Yes**

An installation screen will be displayed, installing the **PS2PDF converter**.

When the installation is complete, the following screen will be displayed.



Close the screen.

The installation of your **CutePDF Writer** is complete.

## Confirmation of the Installation

### **Do this:**

Open your **Printers** screen to display the printers installed on your machine.

If you find a printer called "**CutePDF Writer**" in your list of printers, then the installation was successful.

## Printing PDF documents from Candy

### **Do this:**

Create a folder in your documents called **Candy PDF Documents**.

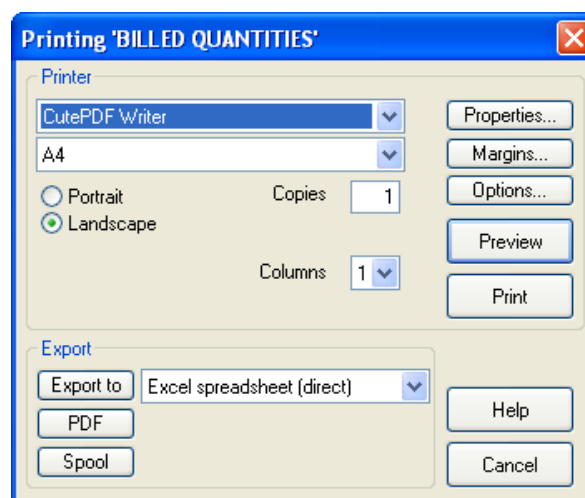
**Note:** This folder only needs to be created once. This is where your PDF documents from Candy will be saved.

### Printing 1.08 reports in Candy v2

### **Do this:**

Follow the normal path to print a document.

The print window appears.



Change the printer to **CutePDF Writer** from your scroll list.

Click **Print**

A window will appear asking you to save the PDF document.

Browse for your **Candy PDF Documents** folder and save the document in the folder.

Return to the **Candy PDF Documents** folder.

Open the document.

The document will be opened in Adobe Reader.

You can then print or email the document.

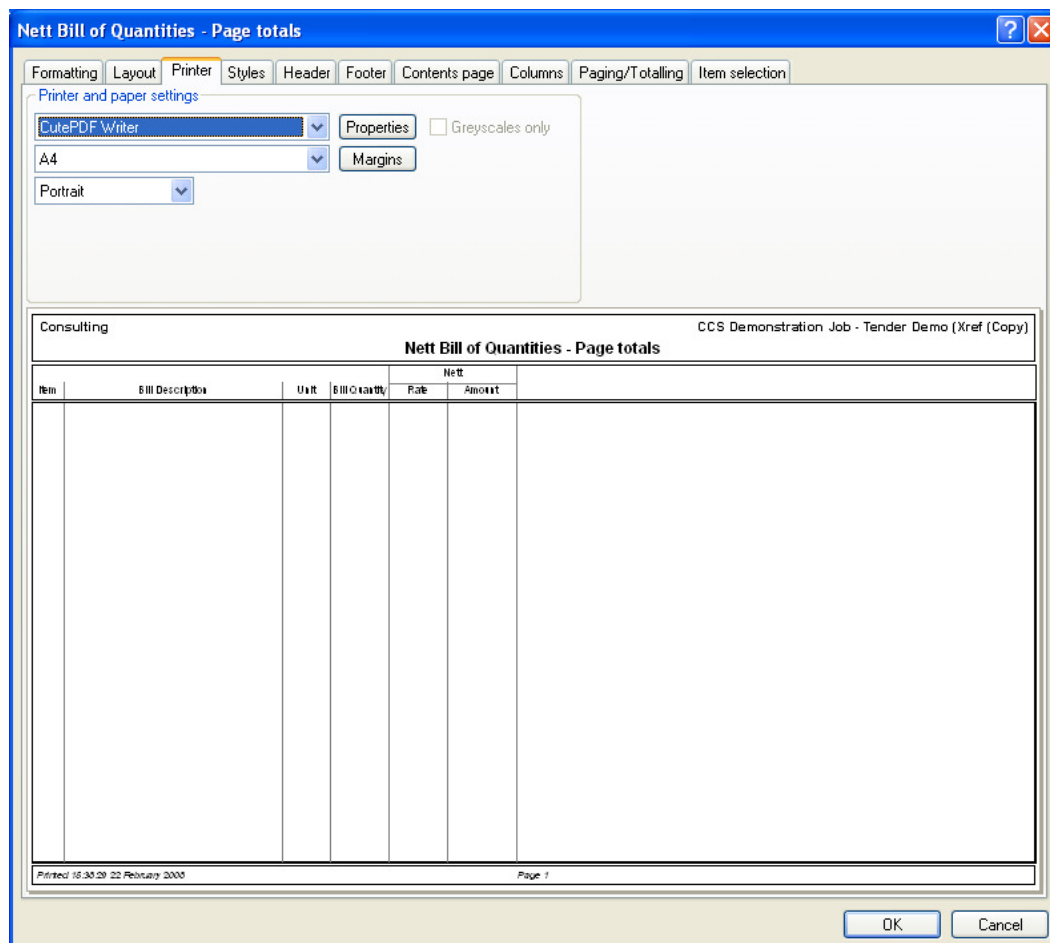
## Printing reports


### **Do this:**

Select a report in the **Report Manager**.

Click 

Under the **Printer** tab, change the printer to **CutePDF Writer**.



Click 

Click 

Click 

A window will appear asking you to save the PDF document.

Browse for your **Candy PDF Documents** folder and save the document in the folder.

Return to the **Candy PDF Documents** folder.

Open the document.

The document will be opened in Adobe Reader.

You can then print or email the document.