Instructions to download and use CutePDF Writer to print to PDF

1. Click here to go to the page with the download link. Click on the link on the right to download.

2. Install following the prompts.

3. You may need to restart.

4. Inside your software, with the transcript open, go to Print.

5. CutePDF Writer will be one of the possible printer selections. Choose it.

6. Click "Print."

7. It will prompt to choose a location to save the file. Remember your selection.

8. Attach the new PDF file to an e-mail and send it to me.

If for some reason this doesn't work, you may have to restart your computer or software and try to print again from Step 4.