

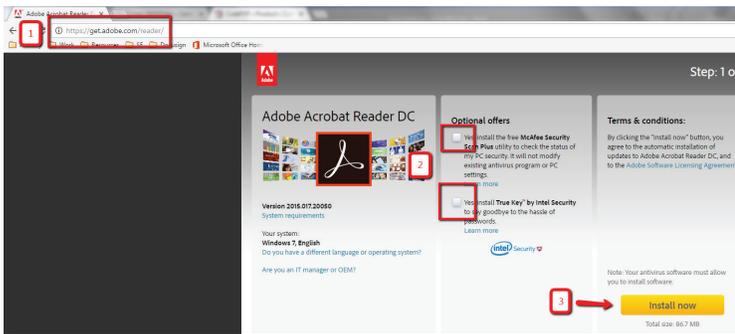
# How to Convert Documents to PDF

**Tired of printing, scanning and faxing your patient records and office forms? Convert them to PDF!**

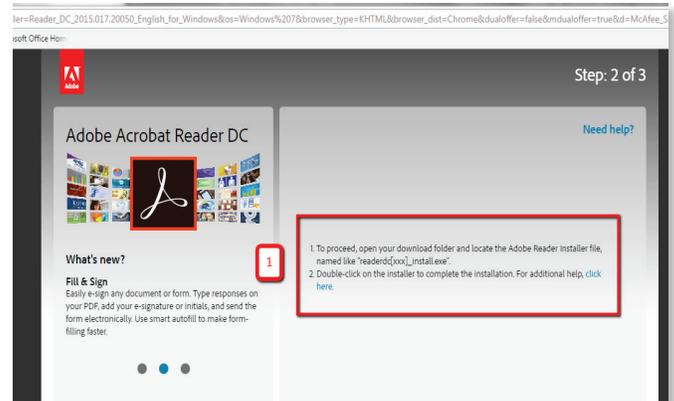
The Portable Document File (PDF) is a universally accepted format for sending and receiving electronic files. PDFs work for Mac and PCs, desktops and smartphones. Many types of document (Word, Excel, email, photos, etc.) can be exported to PDF easily, and sent electronically via the Internet. You'll save time, waste less paper, and retain the document, just in case.

If your computer doesn't have a PDF reader or writer, you'll have to download the software first. Adobe Reader and Cute PDF are free and widely used examples, however, Hawai'i HIE does not endorse the use of these or any commercial products.

## To install: Adobe Reader



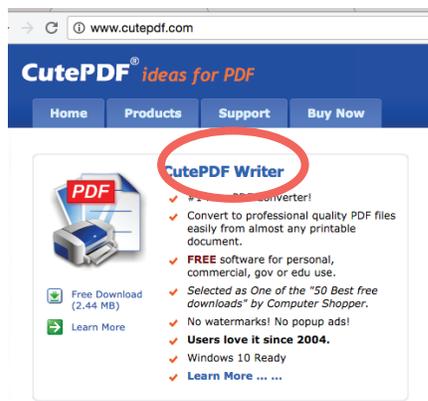
- 1) Visit <https://get.adobe.com/reader>
- 2) Uncheck all optional offers
- 3) Click "Install Now"



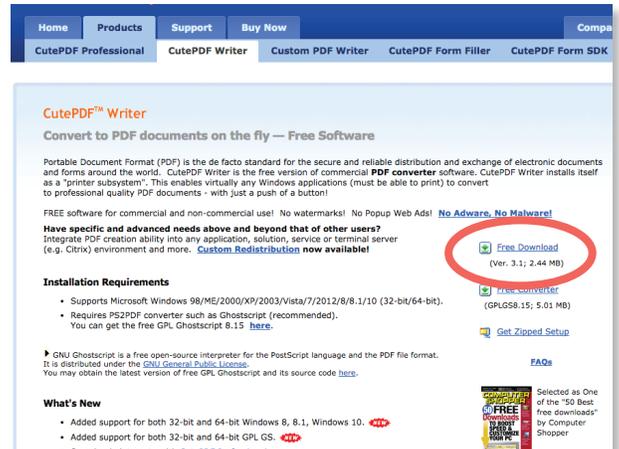
1) Install "Adobe Reader"

Test It: Double-click a PDF document on your computer. Adobe Reader should automatically start up, and open the document.

## To install: Cute PDF



Visit <http://www.cutepdf.com>  
Click "CutePDF Writer"



Click "Free Download"

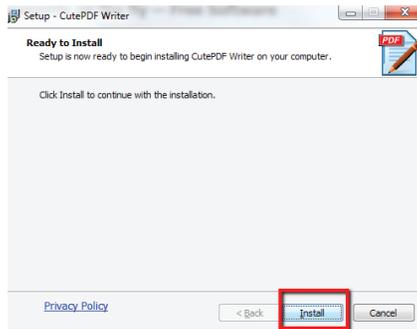
To install: Cute PDF



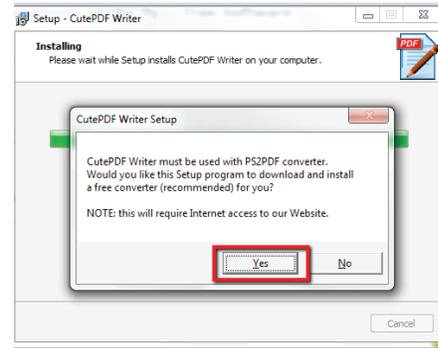
- 1) Leave the "Teoma" checkbox Unchecked
- 2) Click "Cancel" to skip installing the search app



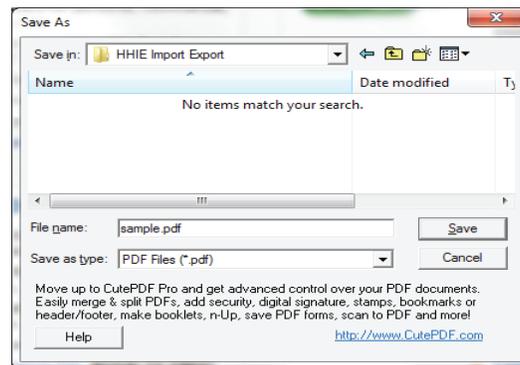
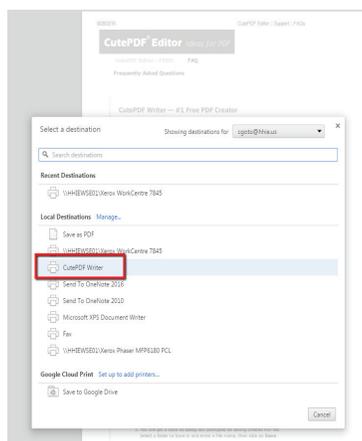
- Click "Decline" to skip the WeatherBug app



- Click "Install" to proceed with the CutePDF Writer installation



- Click "Yes" to install the converter



Test it out! Open a document on your computer and proceed to print, but instead of choosing your regular printer, switch to "CutePDF Writer" and continue printing. Your computer will "export" the document to PDF.

- Remember to save all business-related PDFs to your HHIE Import/Export folder.