

Installing CutePDF Writer on HuBERT Computers

5.12.20

NOTE! You will need to contact the MN Help Desk (1.800.488.8799; press 2, 2) to get the TEMPUSER password in order to complete STEP 3.

STEP 1: Download from FileZilla Agency Gateway

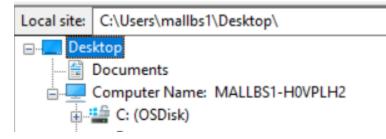
Open FileZilla.



Click the **Open the Site Manager** drop-down arrow >> Select **agencygateway**.

🔁 FileZilla					
File	Edit	View	Transfer	S	
111	•		=#	1	
agencygateway					

On the left side of the screen, select Desktop to download the file to your desktop.



On the right side of the screen, double-click the CutePDF folder.

/		
Name	Size	Changed
t		
2013 Claim Packages		7/18/2016 1:01:45 PM
2015PeerProgram RFP		7/18/2016 12:55:07 PM
AUDIO_TS		6/28/2018 9:06:42 AM
Authorizer		7/18/2016 12:55:07 PM
Baby Behavior		7/18/2016 12:55:08 PM
Check Images		4/17/2018 11:59:59 PM
Client Install		9/6/2019 2:40:37 PM
County Installs		8/6/2019 1:32:45 PM
		4/22/2020 12:27:28 PM

Double-click CuteWriter.zip.

/CutePDF/		
Name	Size	Changed
L CuteWriter.zip	11,078 KB	4/22/2020 9:32:06 AM

Close FileZilla once the file has transferred successfully

File Edit	View Transfer Server Bookmarks Help
표 -	R T T 🗱 🖸 🕸 🛛 🗽 🔍 T 🖉 🔗 🧄
Host:	Username: Pass <u>w</u> ord:
Status:	Connection established, initializing TLS
Status:	Verifying certificate
Status:	TLS connection established, waiting for welcome message
Status:	Logged in
Status:	Starting download of /CutePDF/CuteWriter.zip
Status:	File transfer successful, transferred 11,343,215 bytes in 30 second

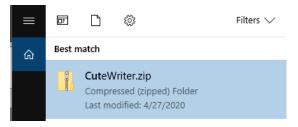
STEP 2: Unzip CuteWriter.zip

Click the Search icon on the taskbar.



Type CuteWriter.zip.

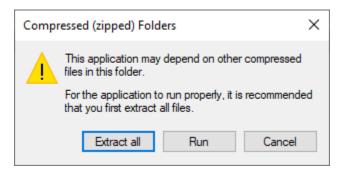
Click on the search result to open the CuteWriter.zip folder.



Double-click **CuteWriter** (or CuteWriter.exe depending on which displays).

				Compresse	d Folder Tools	CuteWriter.zip		
File	Home	Share	View	Ex	tract			
$\leftarrow \rightarrow$	· 🛧 📙	> Com	puter Nam	e: MALLBS1	-HOVPLH2 >	OSDisk (C:) → U	lsers → mallbs1 → Desktop → Cut	teWriter.zip
				^	Name	^	Туре	Compressed size
	iick access				📧 converte	er.exe	Application	7,877 KB
					🔳 CuteWri	iter.exe	Application	3,201 KB
_	esktop NFOVIEW TE	MPLATES	- 4.1 PLAT	FORI 🖈	CuteWri	ter.exe	Application	3,7

Click the Extract All button on the Compressed (zipped) Folders message.



Click the **Extract** button.

		×
\leftarrow	Extract Compressed (Zipped) Folders	
	Select a Destination and Extract Files	
	Files will be extracted to this folder:	
	C:\Users\tempuser\Desktop\CuteWriter Browse	
	Show extracted files when complete	
	Extract Cance	el

STEP 3: CuteWriter Setup Wizard

Double-click **CuteWriter** (or CuteWriter.exe depending on which displays).

📑 💆 📑 🖛 CuteWriter					
File Home Share View	N				
← → × 📙 > Computer I	Name: MALLBS1-H0VPLH2 > Deskt	op → CuteWriter			
	▲ Name	^	Date modified	Туре	Size
Quick access	S converter.exe		3/15/2015 4:39 PM	Application	7,915 KB
Lesktop	PLATFORI	2	4/18/2020 11:25 AM	Application	3,228 KB

INSTALLING CUTEPDF WRITER ON HUBERT COMPUTERS

If the User Account Control pop-up displays...

- The default user will be ADMIN
- Click the **More Choices** link
- Select TEMPUSER
- Enter the TEMPUSER password you received from the MN Help Desk
- Click the Yes button.

User Account Control				
Do you want to allow this app to make				
changes to your device?				
CutePDF Writer 4.0 Verified publisher: Acro Software Inc File origin: Hard drive on this computer Show more details Type the caption text here. To continue, enter an admin user name and passwo ADMIN	ırd.			
Password				
DESKTOP-RAHLNIH\ADMIN				
More choices				
Yes No				

Click the **I accept the agreement** radio button on the *Setup License Agreement* window (the *I do not accept the agreement* radio button is default-selected).

Click the Next button.

🐻 Setup - CutePDF Writer —	×
License Agreement Please read the following important information before continuing.	
Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.	
CutePDF Writer Copyright © by Acro Software, Inc. All rights reserved.	^
This license applies to the CutePDF Writer ("The Software").	
CutePDF Writer is free software. By using, copying, transmitting, distributing or installing CutePDF Writer, you agree to all of the terms of	
 I accept the agreement 	
\bigcirc I do not accept the agreement	
Privacy Policy Next >	Cancel

Click the **Next** button on the *Select Destination Location* setup window.

😼 Setup - CutePDF Writer	_		×
Select Destination Location Where should CutePDF Writer be installed?			
Setup will install CutePDF Writer into the following folder.			
To continue, click Next. If you would like to select a different folder,	click Br	rowse.	
C:\Program Files (x86)\CutePDF Writer	E	Browse	
At least 10.7 MB of free disk space is required.			
< Back Next	:>	с	ancel

Click the **Install** button on the *Ready to Install* setup window.

😽 Setup - CutePDF Writer —	×
Ready to Install Setup is now ready to begin installing CutePDF Writer on your computer.	
Click Install to continue with the installation, or click Back if you want to review or change any settings.	
Destination location: C:\Program Files (x86)\CutePDF Writer	
<	
Privacy Policy < Back Install Canc	:el
Setup - CutePDF Writer — — — — — — — — — — — Installing Please wait while Setup installs CutePDF Writer on your computer.	
Canc	:el

Click the **Yes** button on the *CutePDF Writer Setup* message.



A downloading screen will display briefly.

A DOS window will display briefly.

Successful installation opens the CutePDF Editor web page with basic usage instructions.

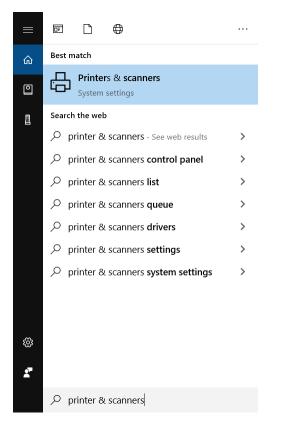
•	CutePDF [®] Editor ideas for PDF			About Us Conta
	CutePDF Editor - FREE! FAQ			Company
	Frequently Asked Questions			
	START 3 Easy Media Cor	steps: 2) A	lick 'Start' dd Complimentary Exter tart Converting	⊳× nsion
	CutePDF Writer — #1 Free PDF Creator We now provide Free PDF Editor with CutePDF Writer. Plex Easily combine or split PDF files, add security with password, modify Using CutePDF Writer to create professional quality PDF de	y PDF properties, stamp		1
	DO NOT look for any application to run. Just print your docume (the printer) to get PDF output. 1. Open your original document and select Print command application to bring up Print dialog box.	-	ter	⊳×
	Document1 - Microsoft Word <u>Eile Edit View Insert Forn</u> <u>New</u> <u>Open</u> Ctrl+O		STA NO	

STEP 4: Verify Installation of CutePDF Writer

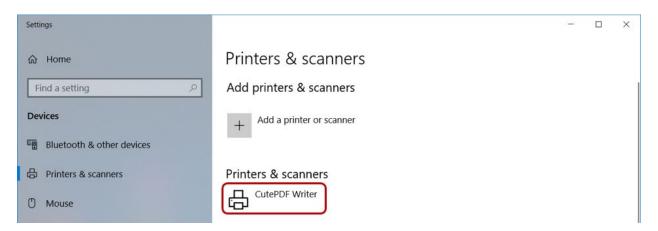
A successful installation should result in CutePDF Writer being listed under your computer's **Printers & scanners.** To verify:

Type: printer & scanners into the search field on your taskbar.

Click on the highlighted Printers & scanners.



CutePDF Writer should display under Printers & scanners.



STEP 5: Select CutePDF Writer in HuBERT

In HuBERT, click on File >> System Tools >> Select Default Printers.

Select CutePDF Writer for both Documents and Reports.

Select the appropriate the select	riate printer and paper source for each of	the docum	ent types listed below.
	Printer		Paper Source
Benefits	[None]	•	Automatically Select 👻
Documents	CutePDF Writer	•	Automatically Select
Reports	CutePDF Writer	•	Automatically Select
		0	KCancel

When printing a document, a CutePDF Writer window will display.

Select a location to save the file and type the file name (use the State WIC ID instead of a participant's name for a file name) then click the **Save** button.



Data Privacy practices should be followed when saving, printing or emailing documents with personal participant information. For more information, please see <u>MOM, Section 1.7: Data Privacy</u>.