

HOW TO SAVE INFORMATION IN *Forms & Templates*

Creating PDF's on PC Computers (Windows)

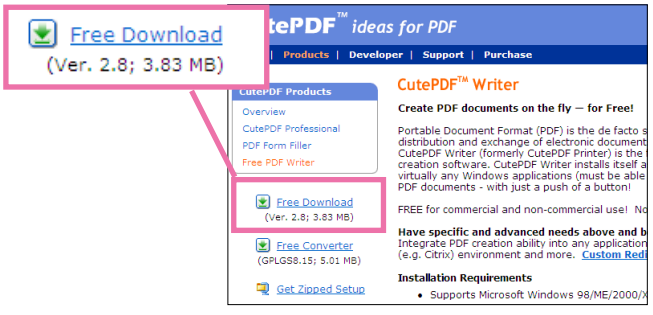
What follows below is a step-by-step guide on how to save interactive forms and templates from the Intimo website (with your completed personal details) on your PC computer. This function will come in handy when filling in documents such as the Returns Form or personalising templates such as business cards and product flyers.



1 *Download CutePDF*

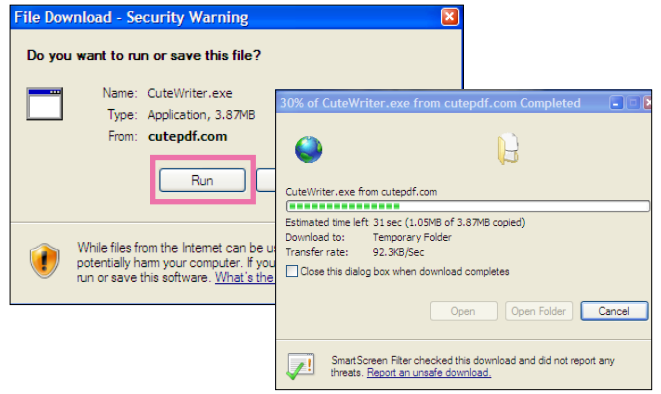
Go to the official CutePDF website via this direct link <http://cutepdf.com/products/cutepdf/Writer.asp>

Click on the Free Download link towards the top left of the page to start your download.



A new dialogue box will appear after a few seconds asking if you want to run or save this file. Select 'Run'.

A box will now appear displaying the progress of your download. Once it is complete please move on to step 2.



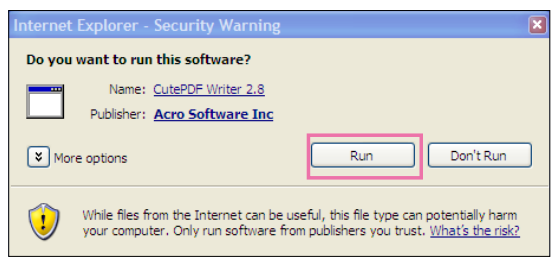
2 *Install Cute PDF*

Once your download is complete, a dialogue box will appear asking if you would like to run this software. Click 'Run'.

The CutePDF Setup Wizard will now begin. Click 'Next'.

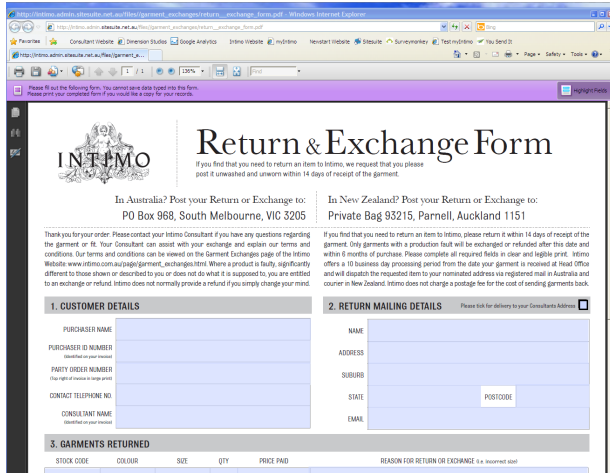
Once you have read through the Licence Agreement, check the "I accept the agreement" box then click 'Next'.

You are now finished your instalment and ready to save your PDF.



3 Opening & editing your file

Navigate on the Intimo website to find the form or template you would like to personalise. On clicking the appropriate link, an editable PDF will open in a new browser window.



You will notice some fields are highlighted - these are the places you can enter your personal information.

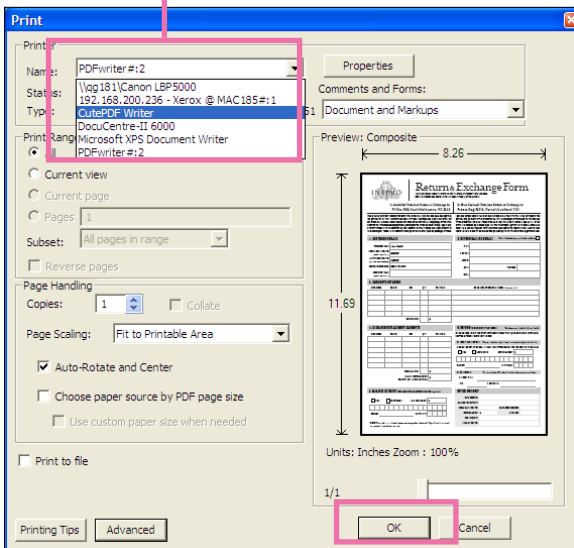
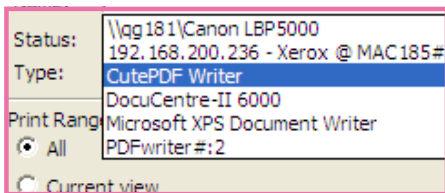
Simply click in each box and type your details.

1. CUSTOMER DETAILS	
PURCHASER NAME	Jane Smith
PURCHASER ID NUMBER <small>(Identified on your invoice)</small>	#####
PARTY ORDER NUMBER <small>(Top right of invoice in large print)</small>	#####
CONTACT TELEPHONE NO.	0993 753 976
CONSULTANT NAME <small>(Identified on your invoice)</small>	

4 Saving your PDF

To save your PDF once you have entered your information, you will need to select the 'Print' option from your browser's window.

In the printer drop-down box. Select 'CutePDF' as your printer then click 'OK'.



A 'Save As' box will now open. Enter the desired name and location for your document then click 'Save'.

Your PDF will now be available to view or send in the location you saved it.

