# Installing CutePDF Writer on HuBERT Computers
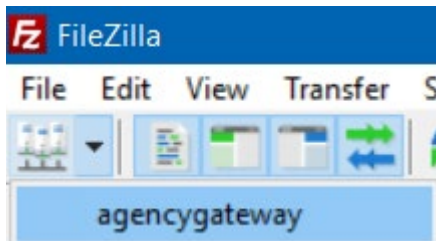
## 5.12.20

**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.

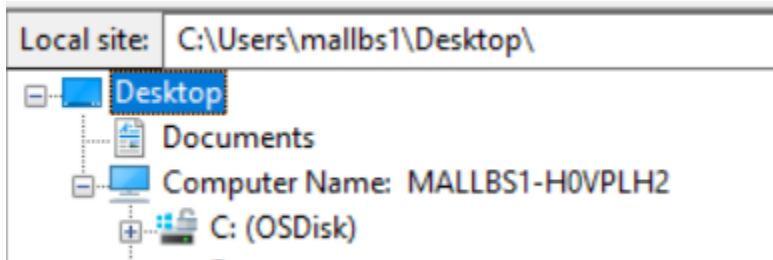## STEP 1: Download from FileZilla Agency Gateway

Open FileZilla.



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



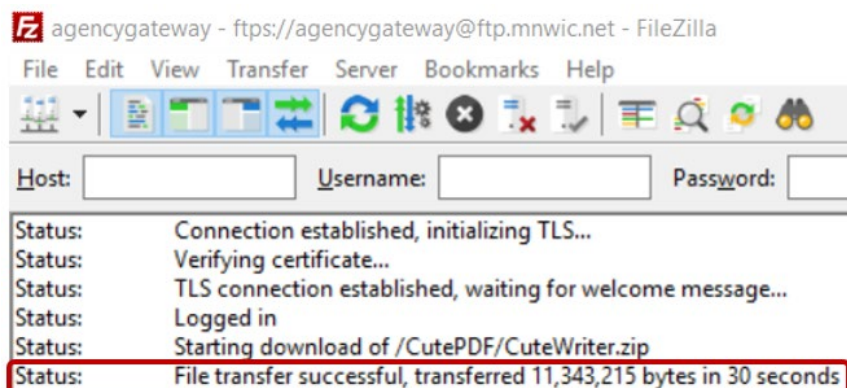On the left side of the screen, select Desktop to download the file to your desktop.



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



| Name | Size | Changed |
|---|---|---|
| .. | | |
| 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 |
| CutePDF | | 4/22/2020 12:27:28 PM |

Double-click **CuteWriter.zip.**

| /CutePDF/ | | |
|---|---|---|
| Name | Size | Changed |
| ⬆ [..] | | |
| CuteWriter.zip | 11,078 KB | 4/22/2020 9:32:06 AM |

Close FileZilla once the file has transferred successfully

agencygateway - ftps://agencygateway@ftp.mnwic.net - FileZilla

File   Edit   View   Transfer   Server   Bookmarks   Help

Host: [        ]   Username: [        ]   Password: [        ]

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
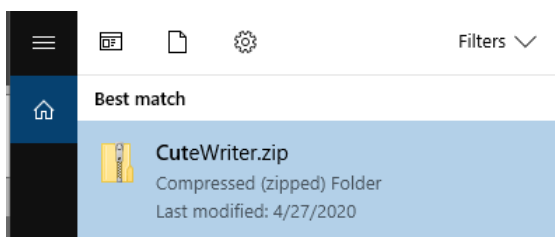Status:     File transfer successful, transferred 11,343,215 bytes in 30 seconds

# 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.

Filters ∨

Best match

CuteWriter.zip
Compressed (zipped) Folder
Last modified: 4/27/2020

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

Compressed Folder Tools   CuteWriter.zip

File   Home   Share   View   Extract

← → ∨ ↑ 📁 > Computer Name: MALLBS1-H0VPLH2 > OSDisk (C:) > Users > mallbs1 > Desktop > CuteWriter.zip

| Name | Type | Compressed size |
|---|---|---|
| ⭐ Quick access | | |
| 🖥 Desktop | | |
| 📁 INFOVIEW TEMPLATES - 4.1 PLATFORI | | |
| converter.exe | Application | 7,877 KB |
| CuteWriter.exe | Application | 3,201 KB |
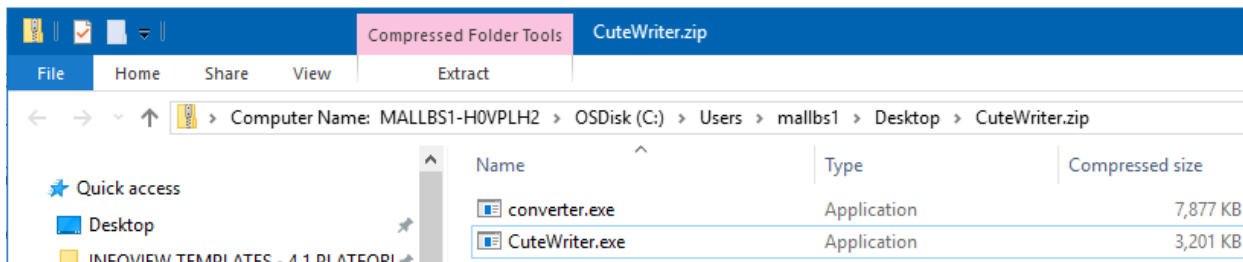
Click the **Extract All** button on the *Compressed (zipped) Folders* message.
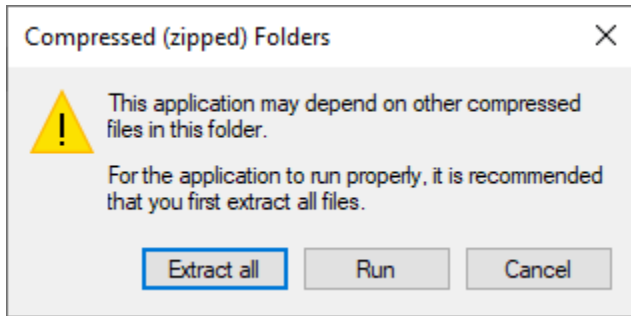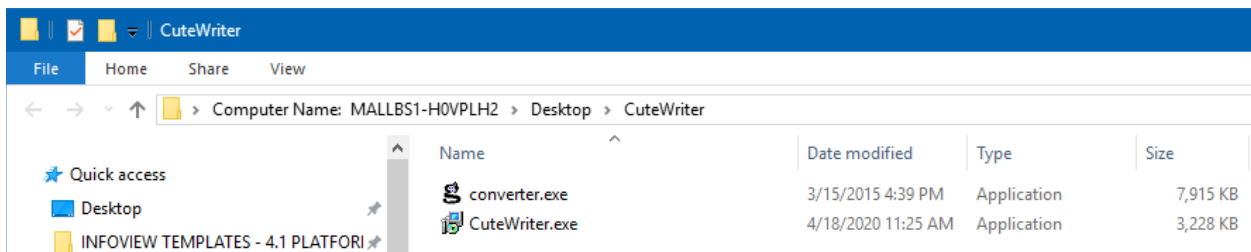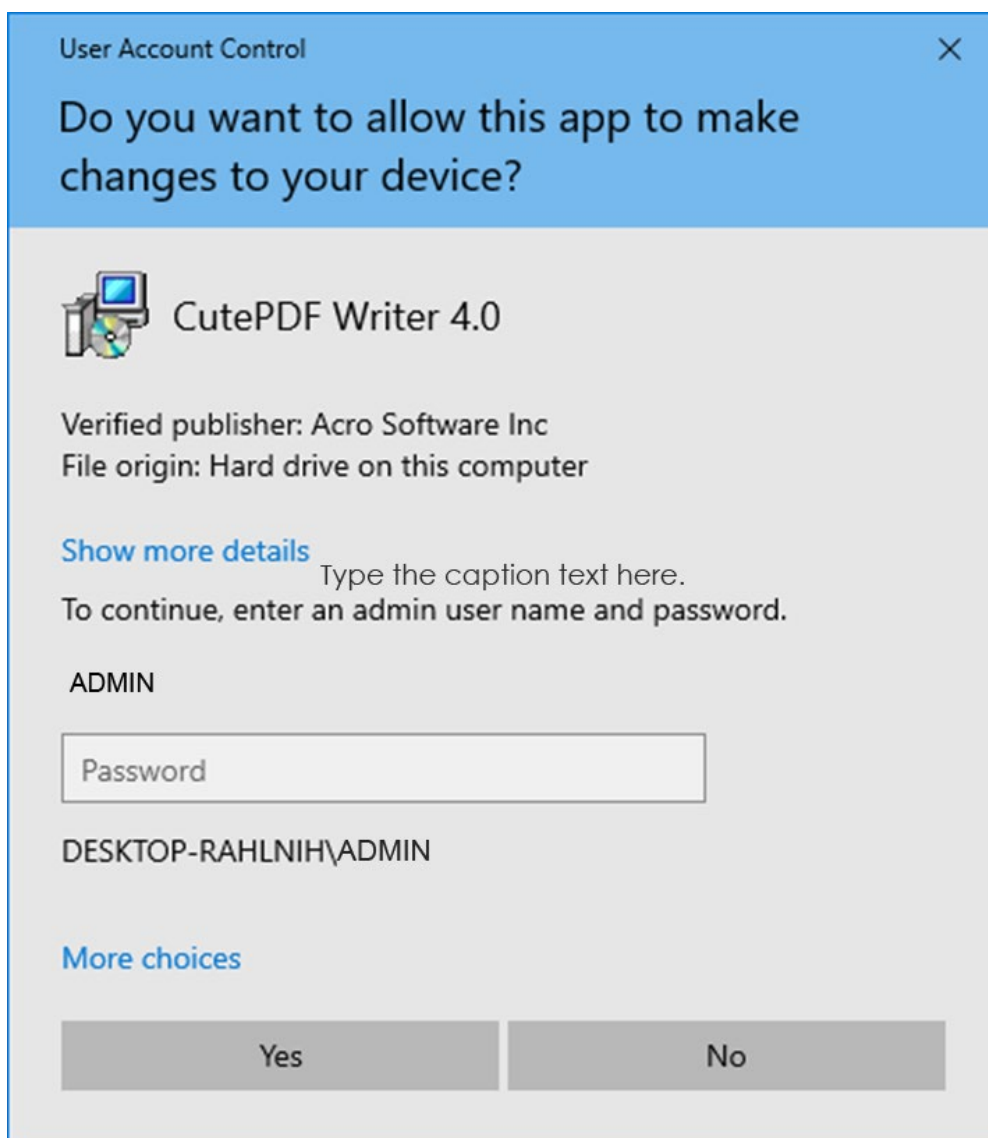


Click the **Extract** button.
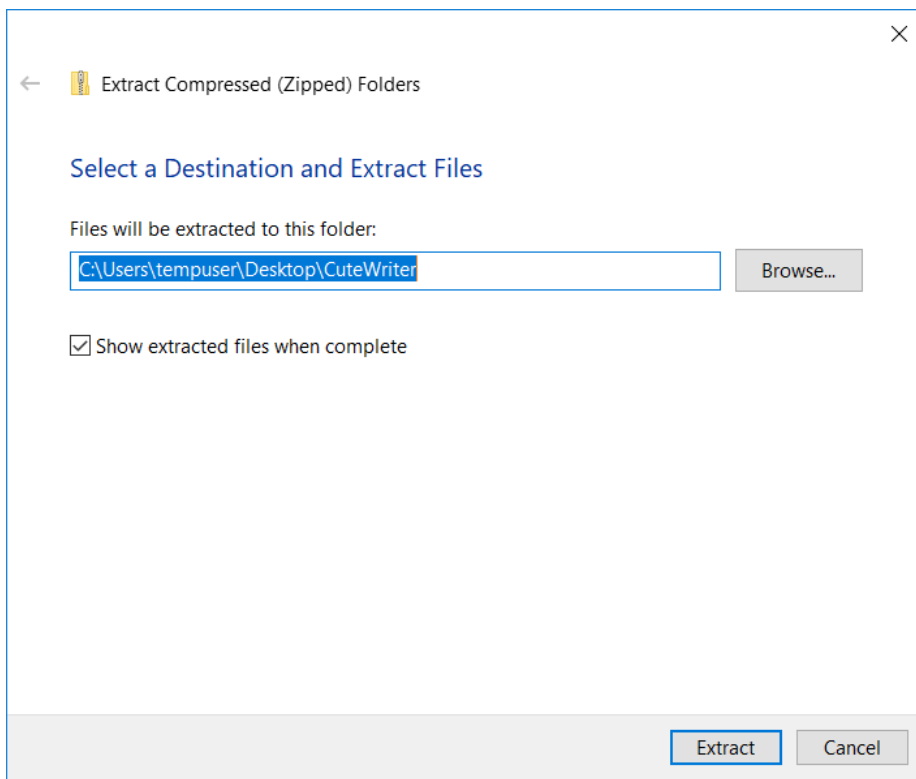


# STEP 3: CuteWriter Setup Wizard

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

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
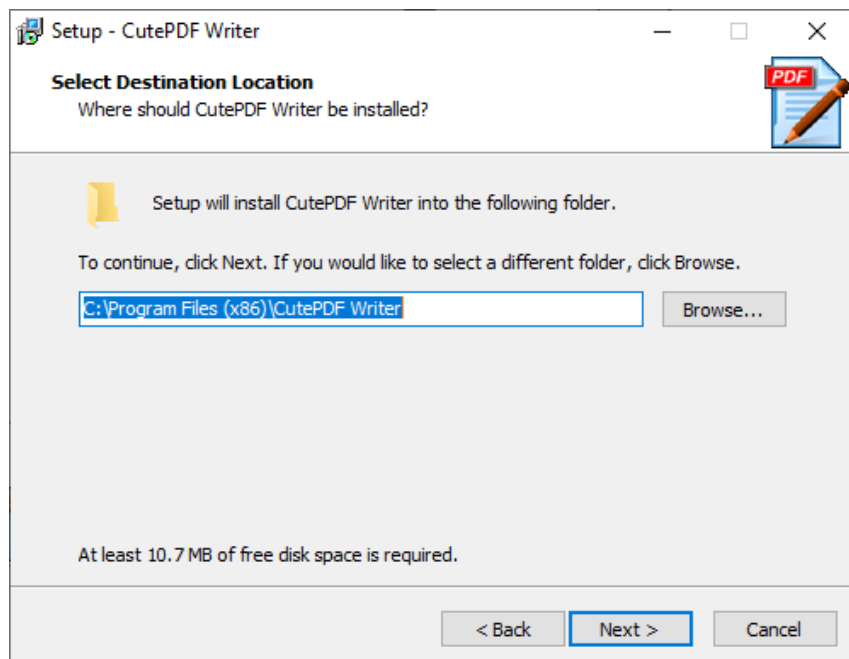
- Click the **Yes** button**.**

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 password.

ADMIN

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).
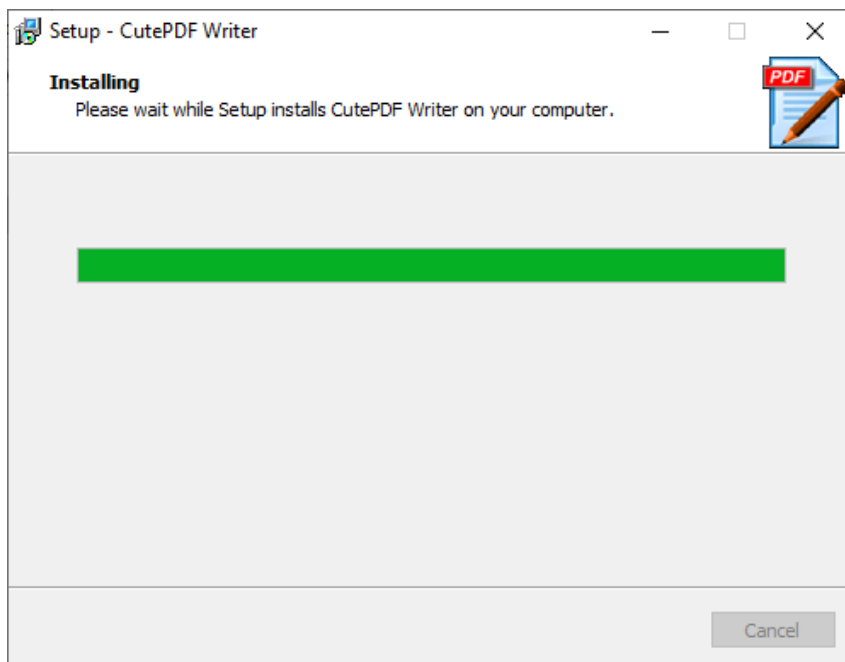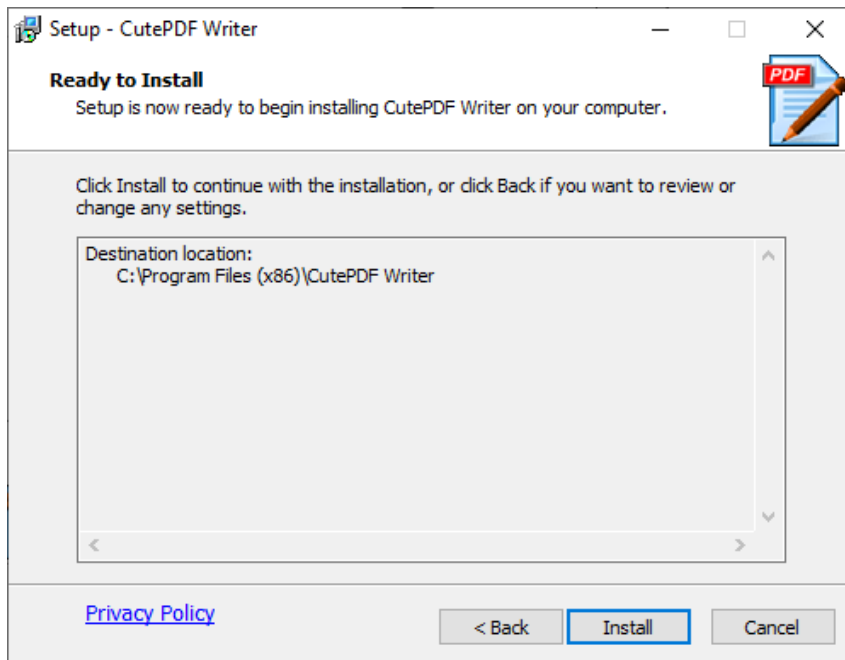
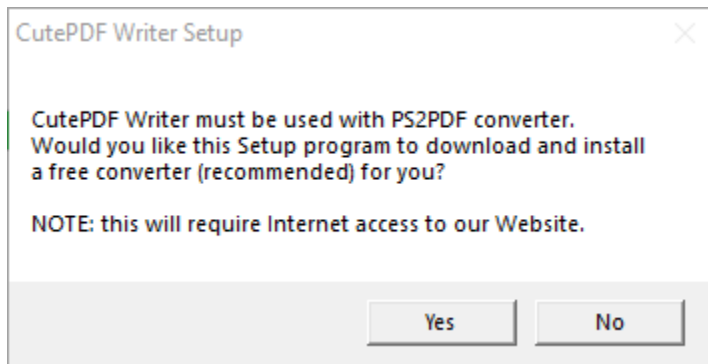Click the **Next** button.
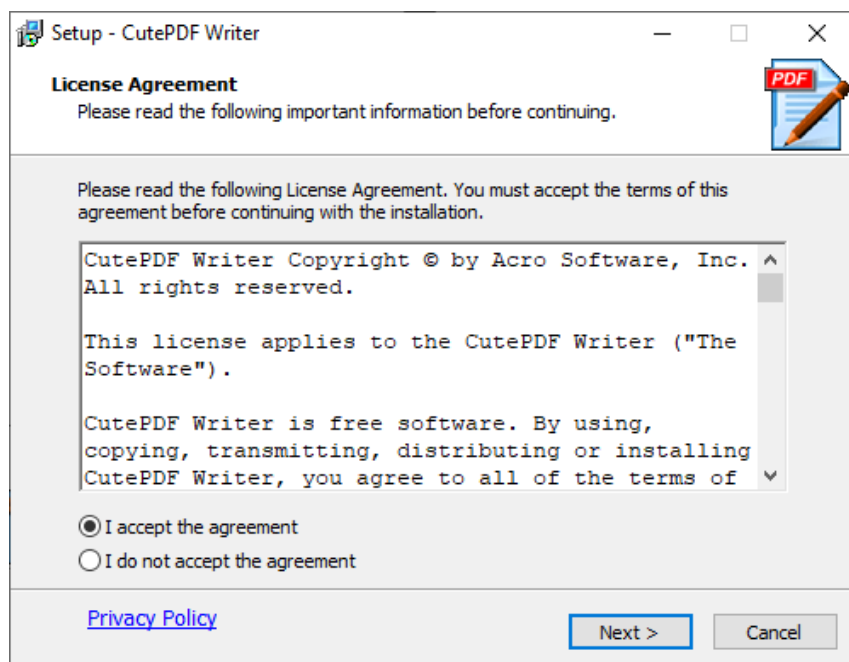


Click the **Next** button on the *Select Destination Location* setup window.

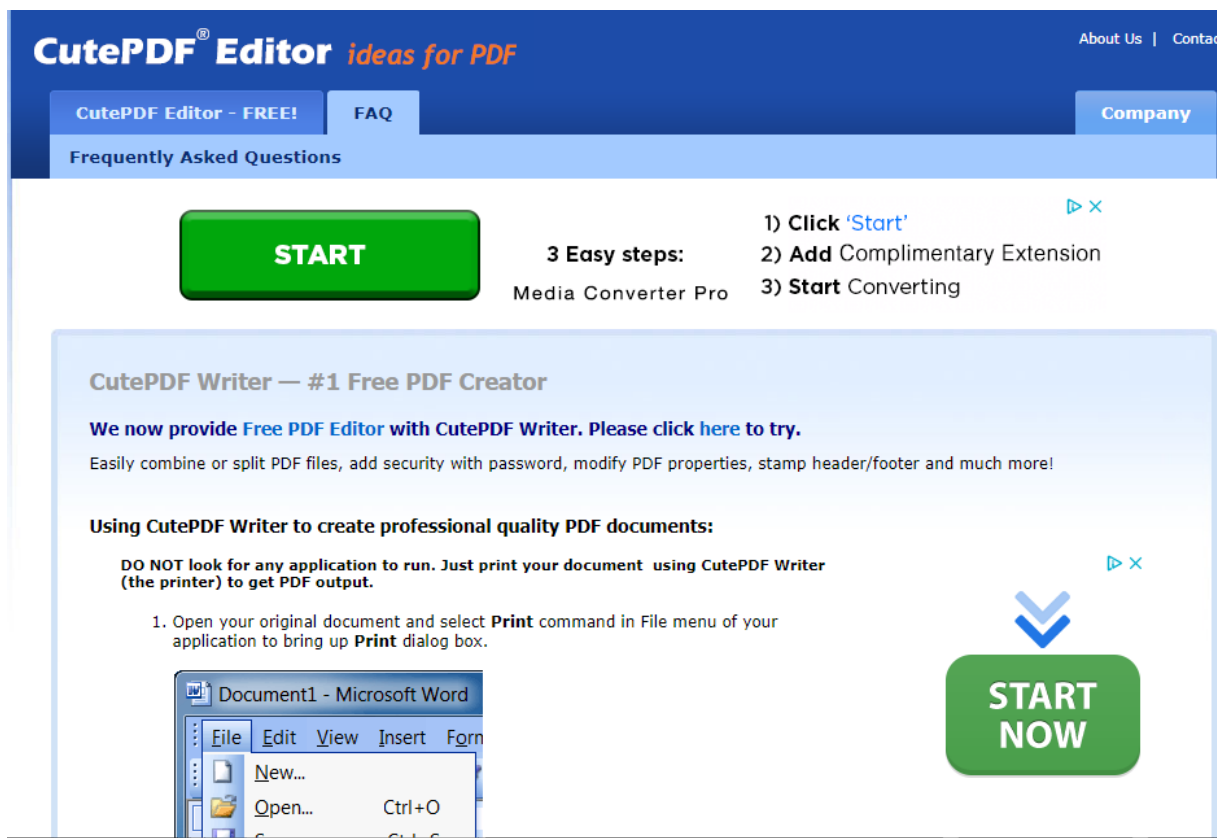Click the **Install** button on the *Ready to Install* setup window.

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.
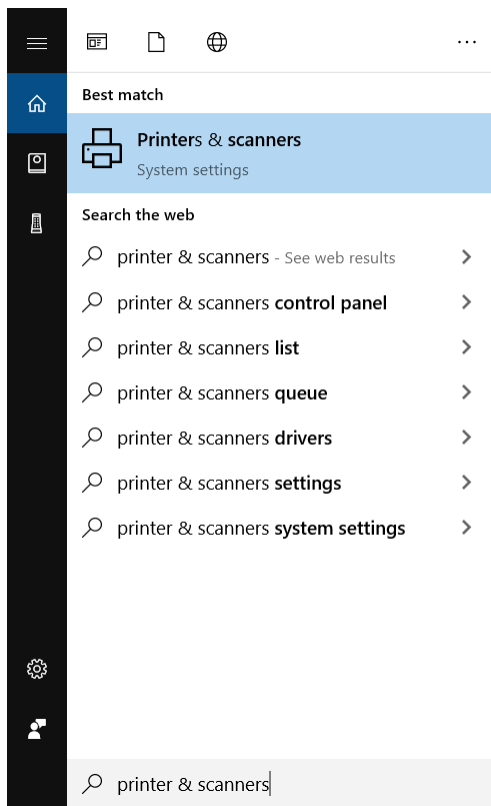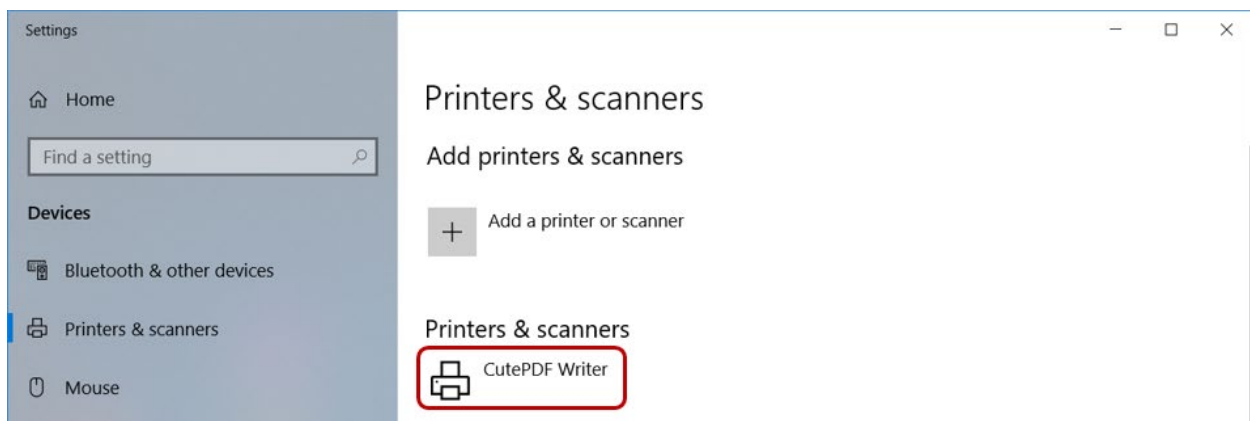
# STEP 4: Verify Installation of CutePDF Writer

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 Write**r 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.*

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 MOM, Section 1.7: Data Privacy.