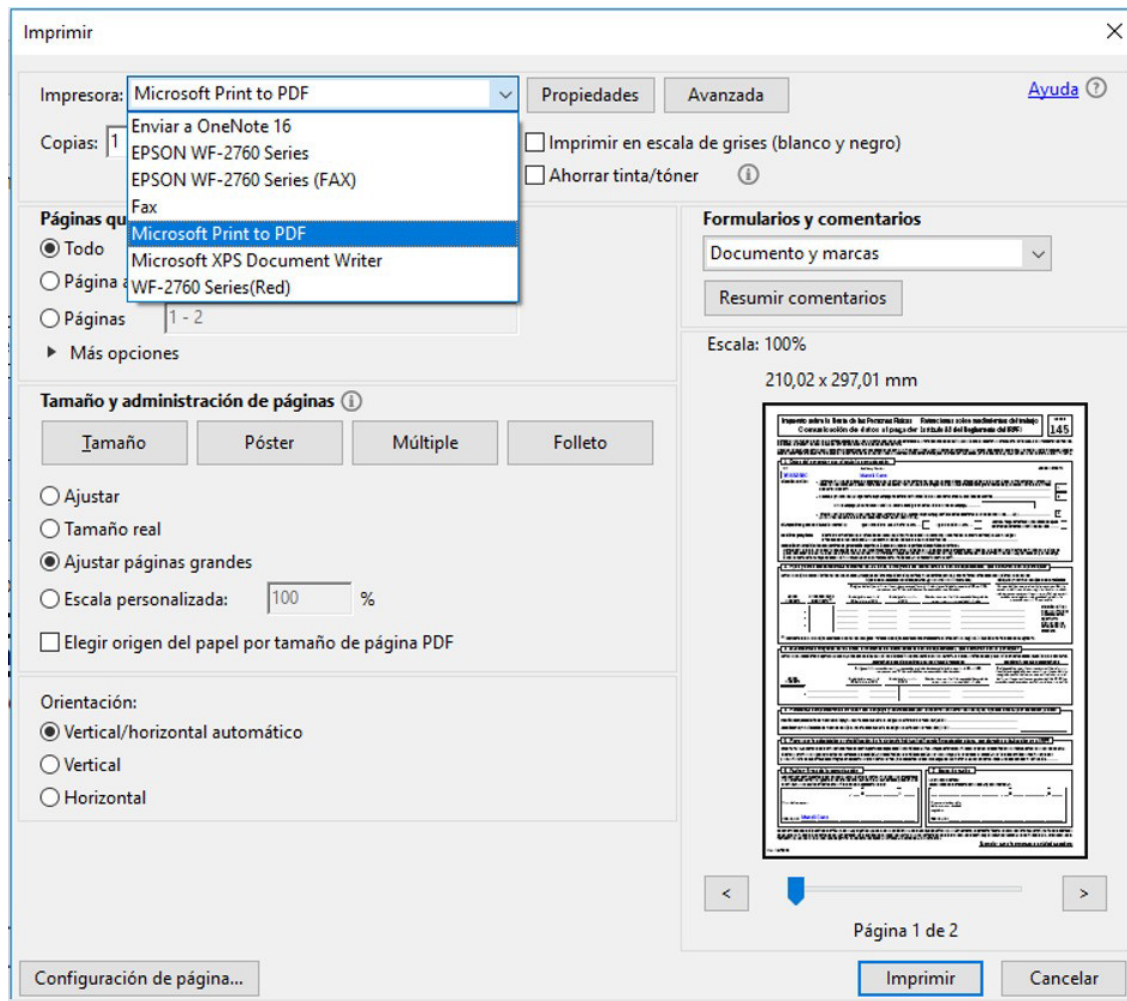## UPC e-site procedures - Instructions for attaching PDF documents

It is recommended that the PDFs attached to the procedures are in PDF/A format to avoid them containing form fields, or being editable. In case you have problems during processing, you can follow the instructions below to generate a format compatible with the formalities.
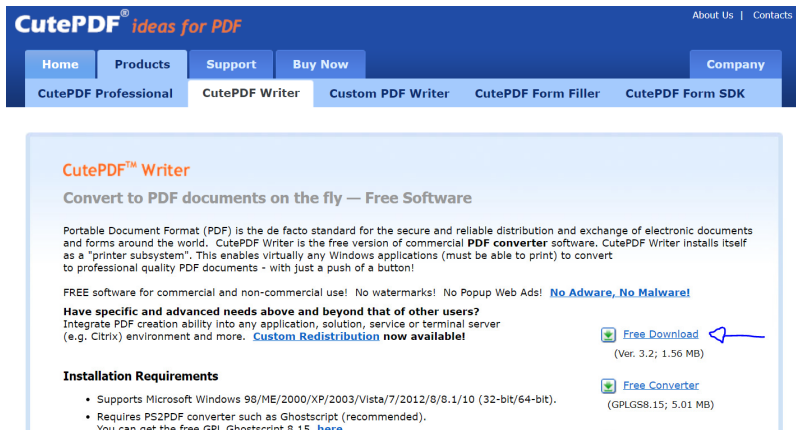
From Adobe, select the option "File ->Print" and choose the virtual printer "Microsoft print to PDF" or "Cute PDF" as shown in the following image:

Once you have chosen the printer, click on the "Print" button and select the folder or location where you want the generated file to be saved. Then press the "Save" button to save the PDF document.
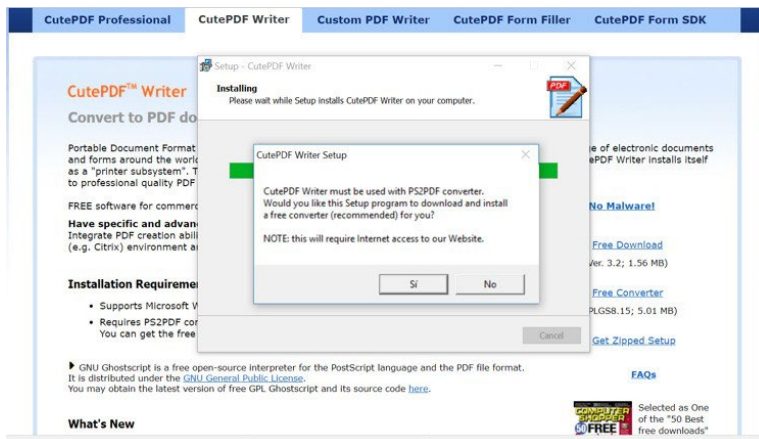
NOTE: in case you do not have the "Microsoft print to PDF" or "Cute PDF" printer on your computer, follow the installation instructions specified in the section "PDF virtual printer installation" of this document.

- Download the CutePDF writer software from the following link http://www.cutepdf.com/Products/CutePDF/writer.asp

Execute the downloaded file accepting all the default options that the installation process will indicate.

As the last step of the installation process, the system will ask you to download and install the free converter software:

Once installed, you will have the "Cute PDF" printer that you can use to save or convert documents in PDF format.

If you have any technical problems with the procedure described above, you should contact ATIC (telephone 934 016 213).