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:

primir						
Impresora: Microsoft P	rint to PDF	•	 Propiedades 	Avanzada	<u>Ayuda</u>	
Copias: 1 EPSON WF-2 EPSON WF-2	eNote 16 2760 Series 2760 Series (FA)	X)	 Imprimir en es Ahorrar tinta/t 	n escala de grises (blanco y negro) nta/tóner ①		
Páginas qu ^{Fax}				Formularios y comentari	05	
Todo Microsoft XPS Document Writer				Documento y marcas v		
O Página a WF-2760 Series(Red)				Bernetic comparison		
O Páginas 1 - 2			-	Resumir comentarios		
 Más opciones 			Escala: 100%			
Tamaño y administració	ón de páginas ((i)		210,02 x 297,01 m	m	
Tamaño	Póster	Múltiple	Folleto	Ingento administrativa Bata de las Protovas Bata Consula soción de éstos a ligas Intervisar vas sestementos eventos eventos estas	ras - Rotenciens soles eschelerisc del testajo a der la stade kil del tegternes del 6951	
) Ajustar				-111-11270-01-020-00-00-00-00-00-00-00-00-00-00-00-00		
Iamaño real						
Ajustar paginas gran	des	-		(1.7.1) (The second sec		
Escala personalizada:	100	%			Harris Contractor	
Elegir origen del pap	el por tamaño (de página PDF				
Orientación:				48 <u>Witcher</u>		
Vertical/horizontal au	tomático					
Vertical						
Horizontal						
				<	>	
				Página	a 1 de 2	
					control Control of	

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:

CutePDF [™] Writer	Setup - CutePDF Wr Installing Please wait while S	$\overset{\times}{\ge}$		
Portable Document Formal and forms around the wor as a "printer subsystem". to professional quality PDF FREE software for commen Have specific and advar Integrate PDF creation abi (e.g. Citrix) environment a	CutePDF Writer Setup X CutePDF Writer must be used with PSIPDF converter. Would you like this Setup program to download and install a free converter (recommended) for you? NOTE: this will require Internet access to our Website.			e of electronic documents #PDF Writer installs itself No Malware! Free Download (vr. 3.2; 1.56 MB)
Installation Requireme		Sí	No	Free Converter
 Supports Microsoft 	v			PLGS8.15; 5.01 MB)
 Requires PS2PDF co You can get the free 	Get Zipped Setup			
GNU Ghostscript is a free It is distributed under the GI You may obtain the latest up	open-source interpreter	for the PostScript language and	the PDF file format.	FAQs

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).