

How to Print to Adobe PDF

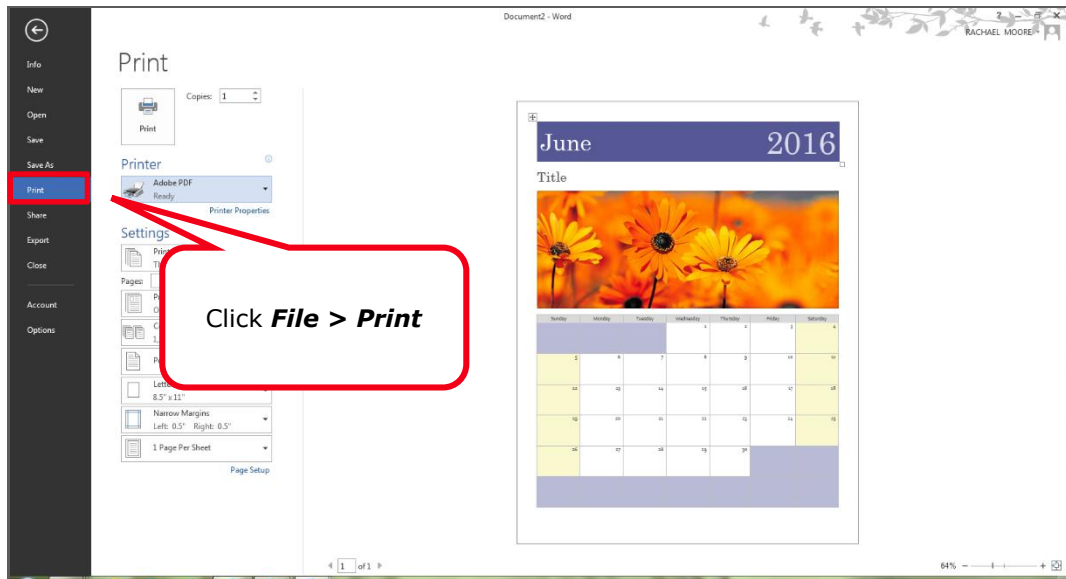
Description:

This Job Aid describes the process of printing a document into a PDF format.

Step 1: Select Print

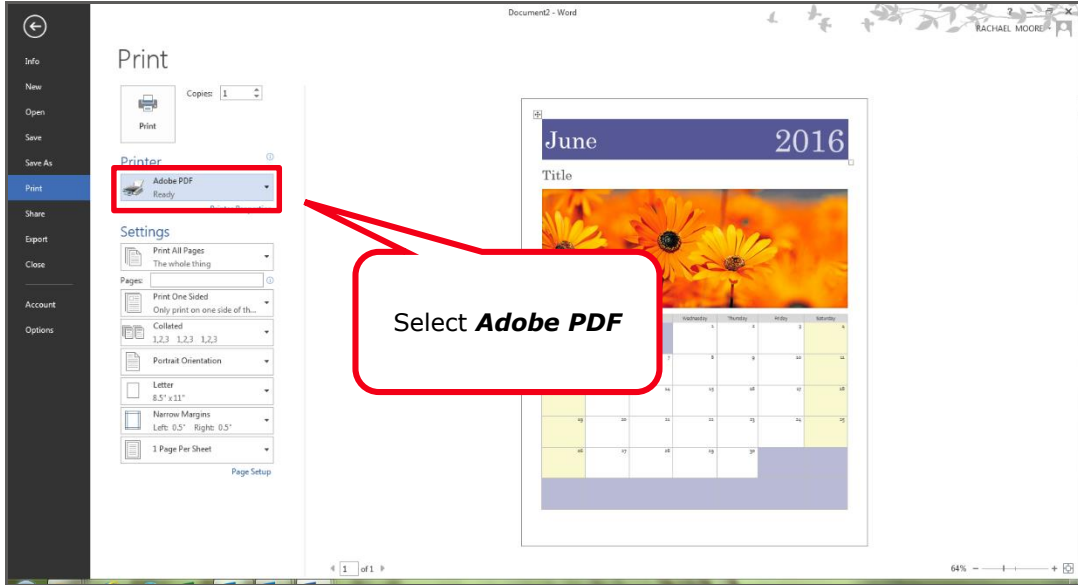
- 1) Open the document to be printed into PDF format (ex: Final Inspection via SansWrite, Microsoft Document, Excel Document)
- 2) When the document is open, click **File > Print**

*Note: In SansWrite click **Printouts > Print > Summary/Report** instead of **File > Print***



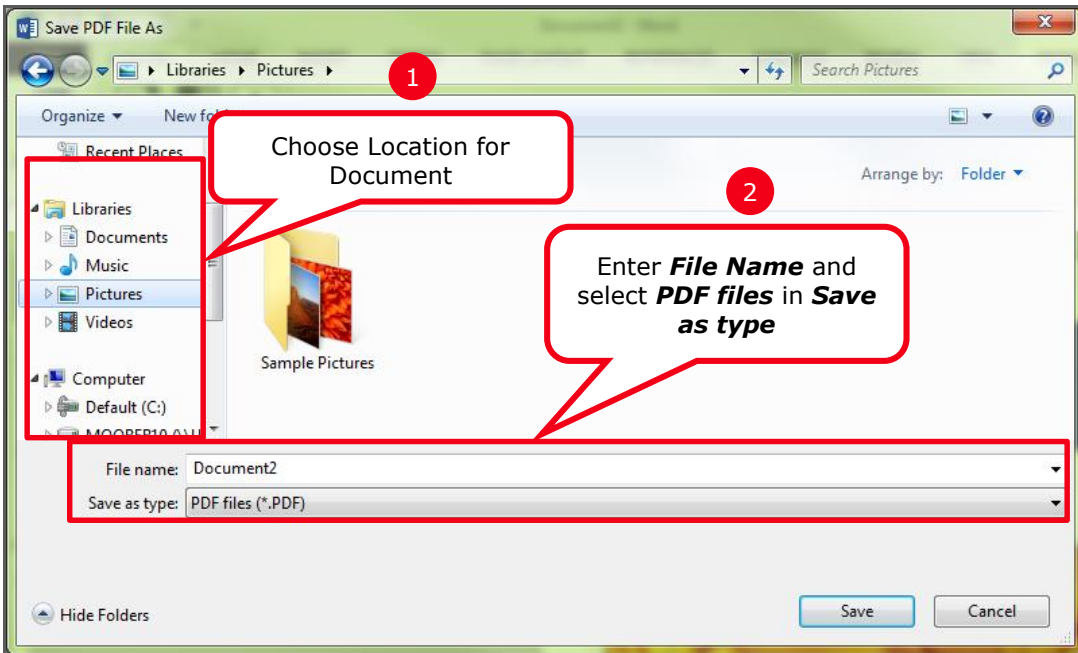
Step 2: Select Adobe PDF

Select **Adobe PDF** from the **Printer** Drop Down Arrow
Note: Do NOT choose a printer.



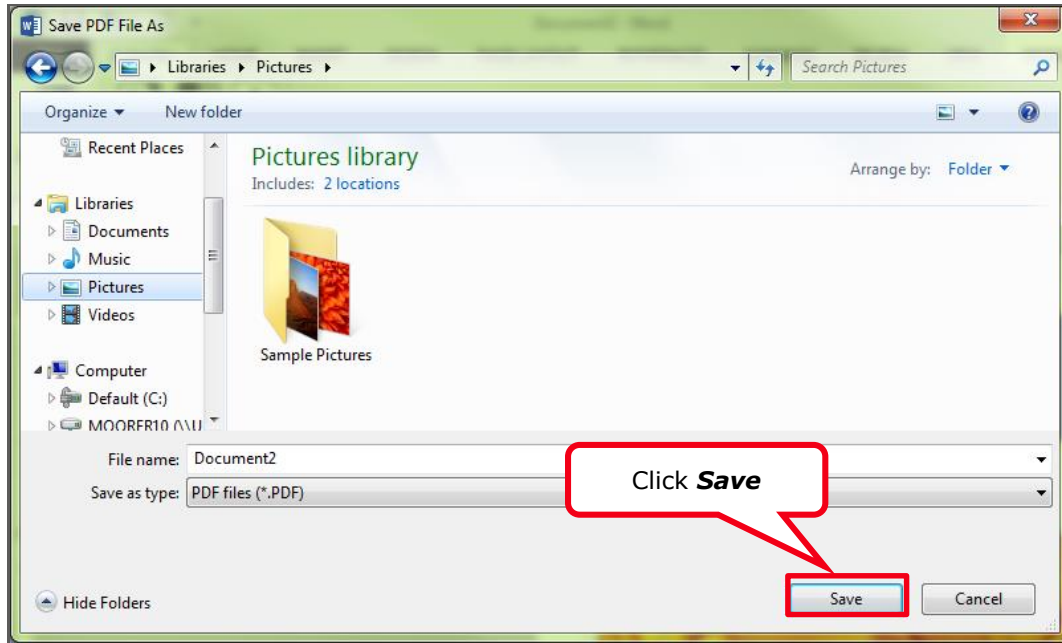
Step 3: Enter File Name and Type

- 1) Choose a location for the document where it can be easily found (e.g. P: Drive)
- 2) Enter document title next to **File name** and select PDF files for **Save as type**



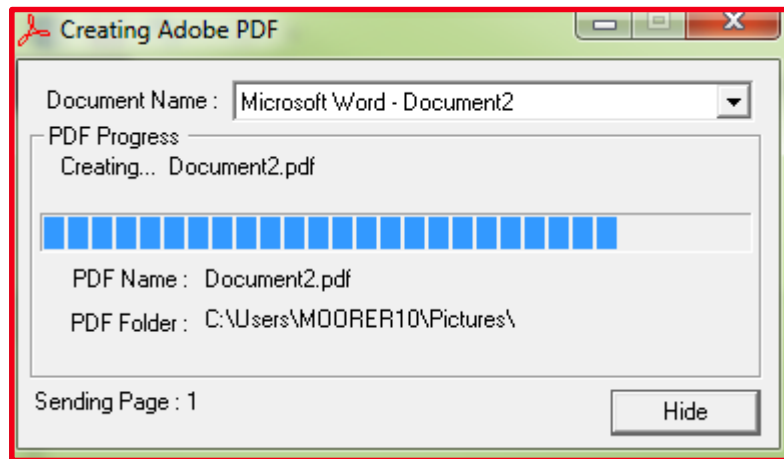
Step 4: Click Save

Click **Save**



Step 5: View Adobe PDF Pop-Up Message

A pop-up will appear stating "Creating Adobe PDF"; this is converting the document into PDF format and saving in the appropriate location



The process of printing a document into a PDF format is complete.