

# Print to PDF

Please see below procedure to help with the usage/setup of the various aspects of the system.

If you have any issues, please feel free to contact support for further assistance and we will do what we can to help. Support can be reached on: 00 44 (0)1534 844000

## Print to PDF

Print to PDF allows you to create PDF files from documents, spreadsheets, presentations, emails, websites and virtually any file that can be printed.

| Step | Action  |
|------|---|
| 1.   | Open the Print dialogue box by pressing ' <b>Ctrl+P</b> '.  |
| 2.   | Click the down arrow to select another printer and choose ' <b>Microsoft Print to PDF</b> '.  |
| 3.   | A window will open identical to the window that comes up when saving a new document, from here browse to the area you would like the file to save to and name it. |

### Print

Copies: 1

Printer: Microsoft Print to PDF (Ready)

Settings:

- Print All Pages: The whole thing
- Pages: [ ]
- Print One Sided: Only print on one side of th...
- Collated: 1,2,3 1,2,3 1,2,3
- Portrait Orientation
- Letter: 21.59 cm x 27.94 cm
- Normal Margins: Left: 2.54 cm Right: 2.54 cm
- 1 Page Per Sheet

Page Setup

Save Print Output As

This PC > Desktop > New folder

File name: Print to PDF Example

Save as type: PDF Document (\*.pdf)

Save Cancel