



- ◆ Click the Printer icon or *File* on your toolbar (See Figure 2a)



Figure 2a

- ◆ Click the down arrow on the "Current printer:" field. (See Figure 2b)

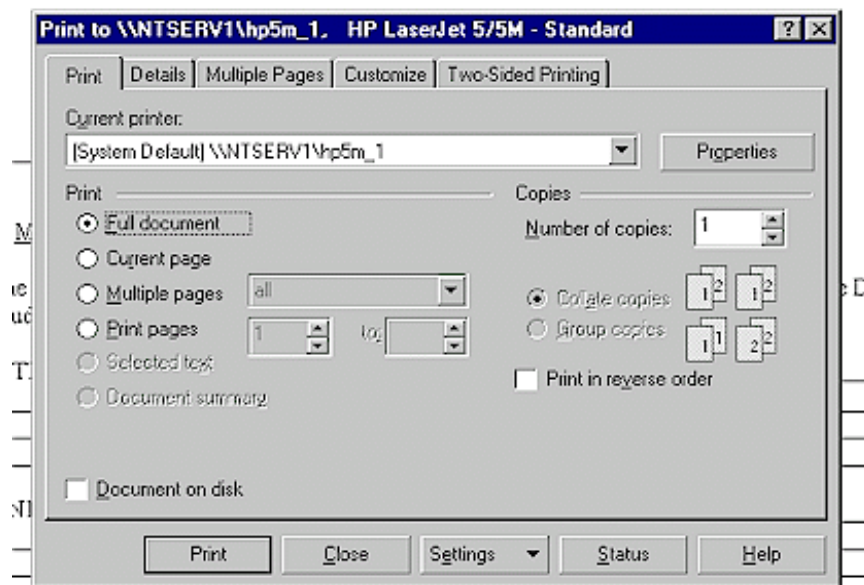


Figure 2b

- ◆ Select “Acrobat PDFWriter from the drop down menu. (See Figure 2C)

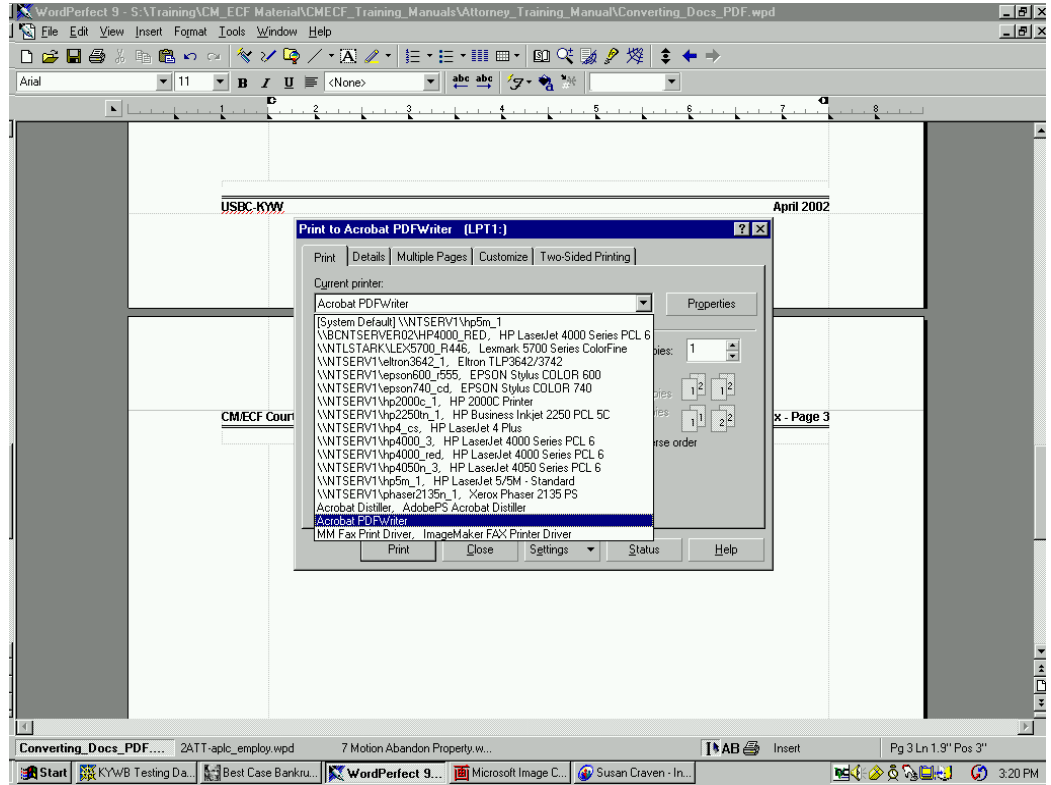


Figure 2C

- ◆ Click the “Print” button. (See Figure 2d)

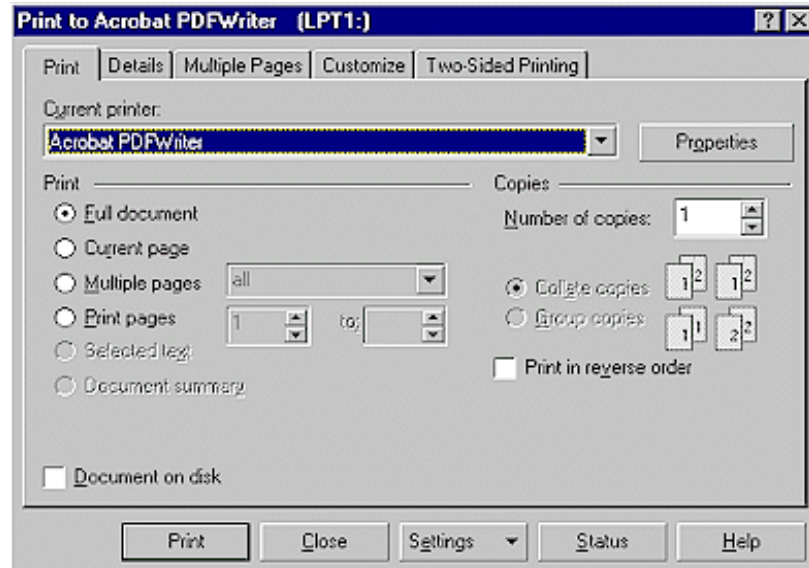


Figure 2d

- ◆ Select the directory where the appropriate PDF file will be saved. (See Figure 2e)

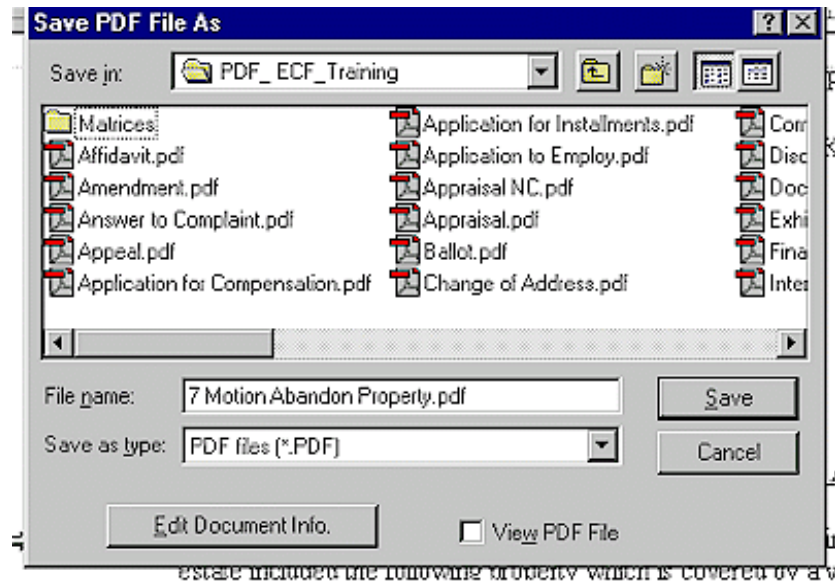


Figure 2e

- ◆ Click the save button. The document is now saved as a PDF document.