

# Printing to PDF

## JOB AID



### Step 1:

Complete entire form with all fields filled in.

### Step 2:

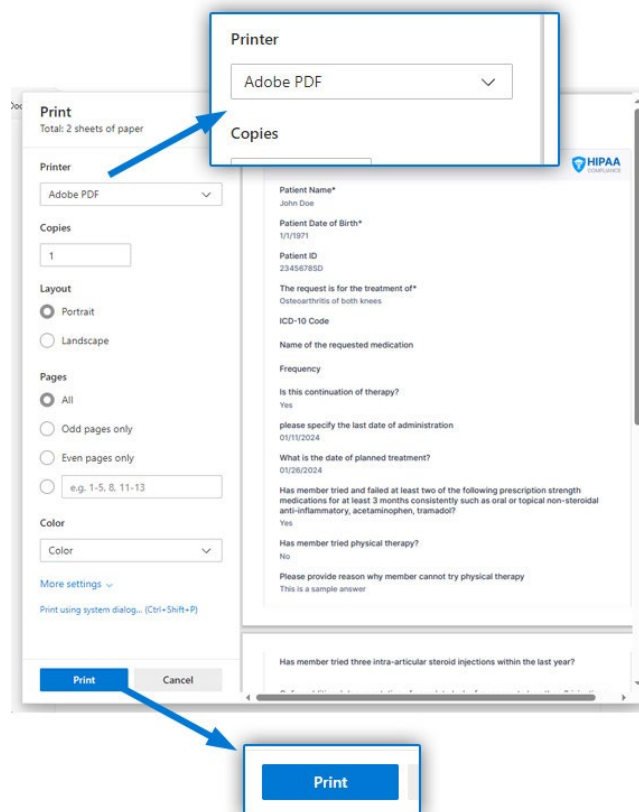
Click on the "Review Answers" button at the bottom of the form

### Step 3:

Click on the "Print" button at the bottom of the review screen

### Step 4:

Change the selected printer to a PDF generator



**Note:** Microsoft Windows users select "Microsoft Print to PDF" as your printer if you do not have Acrobat Installed

### Step 5:

Click the blue print button

### Step 6:

Save the file in a location you will be able to find it and an appropriate file name

