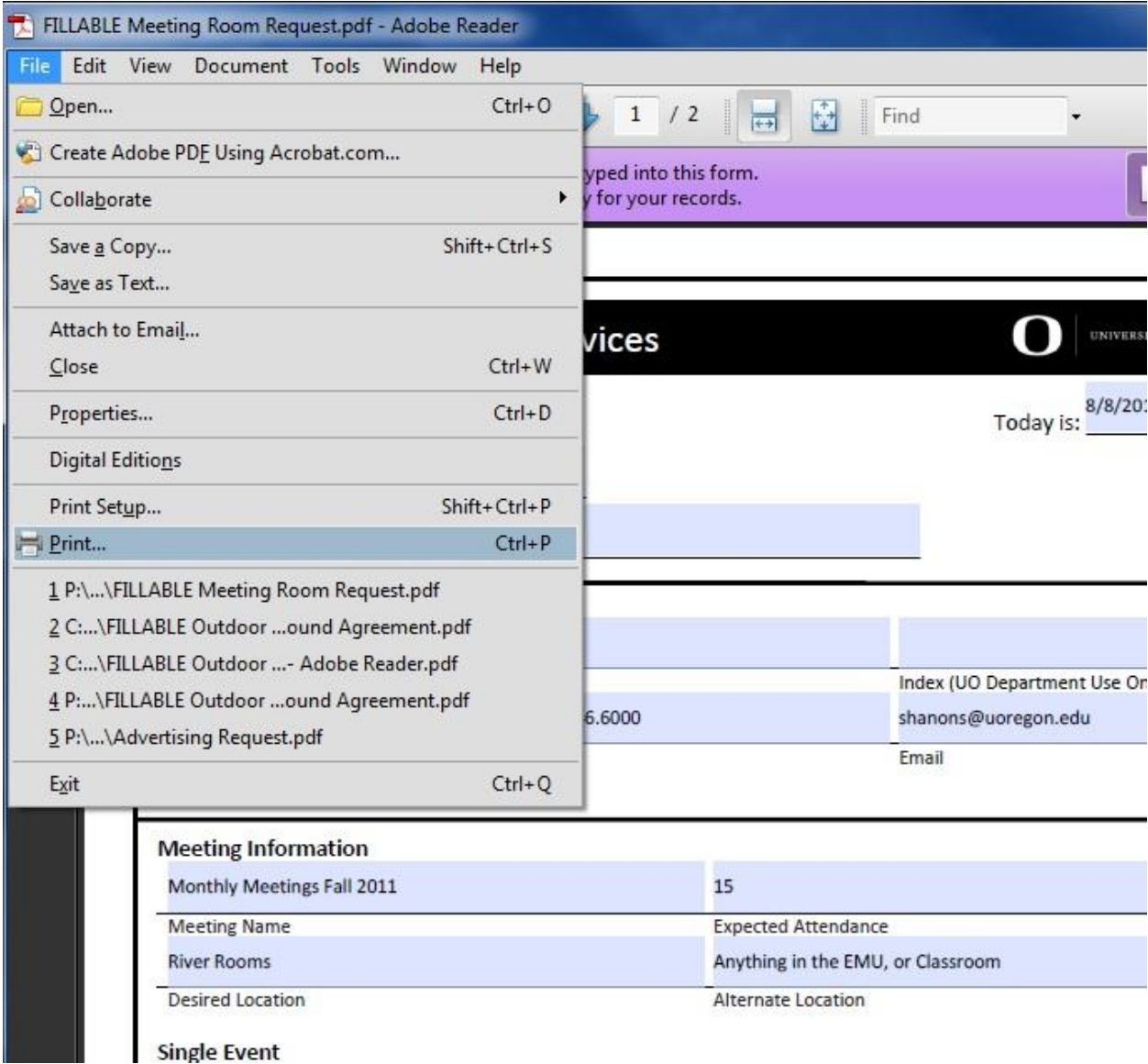


# INSTRUCTIONS ON HOW TO SAVE A FILLABLE PDF FILE

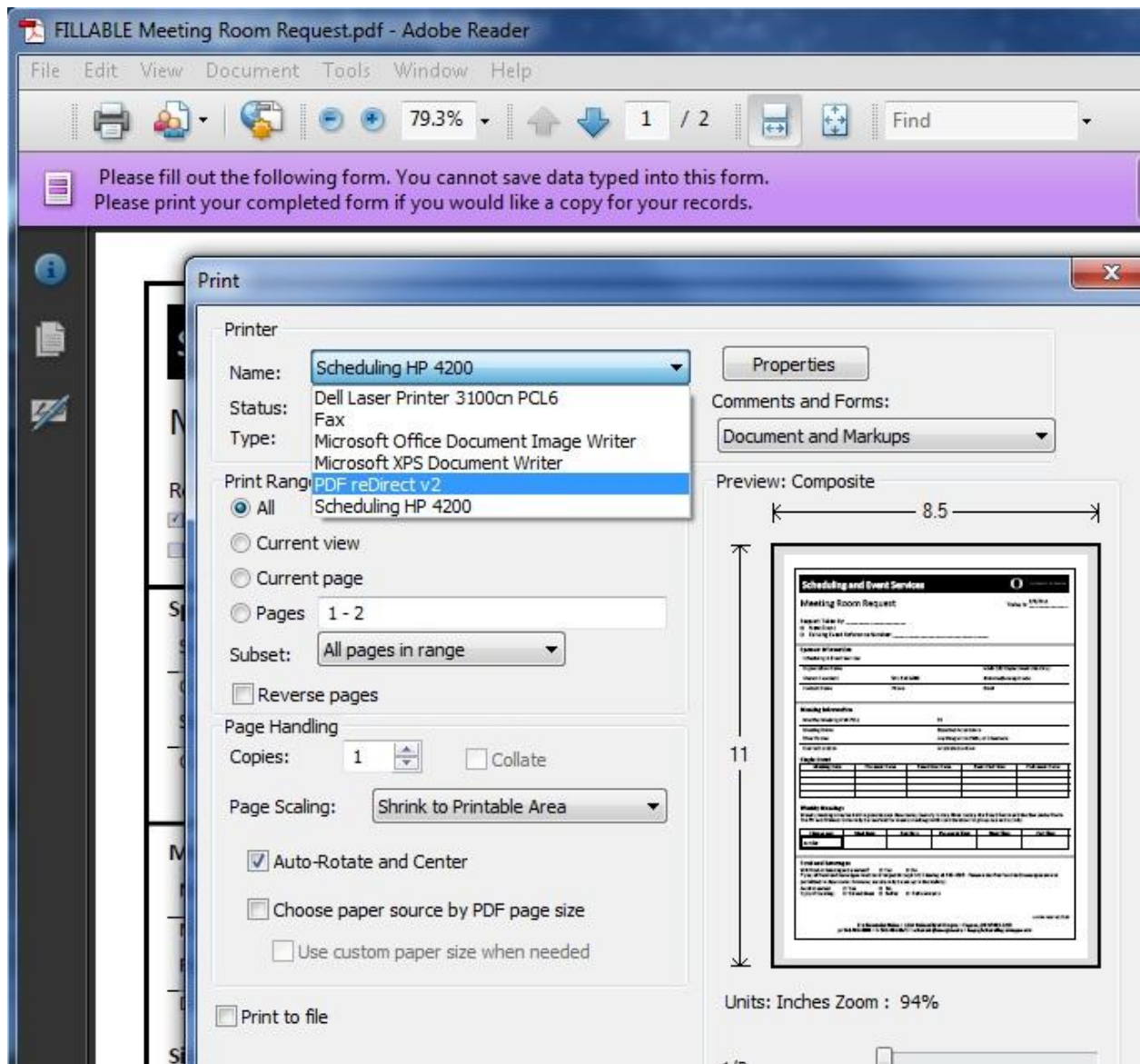
1. Instead of clicking on the SAVE option, Go to FILE > then PRINT



Cont.

2. A Dialog Box will appear with a listing of printers in the Name drop down box. The following types can be selected, if available.

- a. Adobe PDF – (will save the file as a pdf)
- b. PDFCreator – (will save the file as a pdf)
- c. Microsoft Office Document Image Writer – (will save the file as a .tiff image)
- d. Microsoft XPS Document Writer – (will save the file as an .xps image)
- e. OneNote (will save at a OneNote file)



3. Once the preferred printer name is selected, click on the 'OK' Button & a dialog box will appear with save options . (Follow the save options as you would save any file).