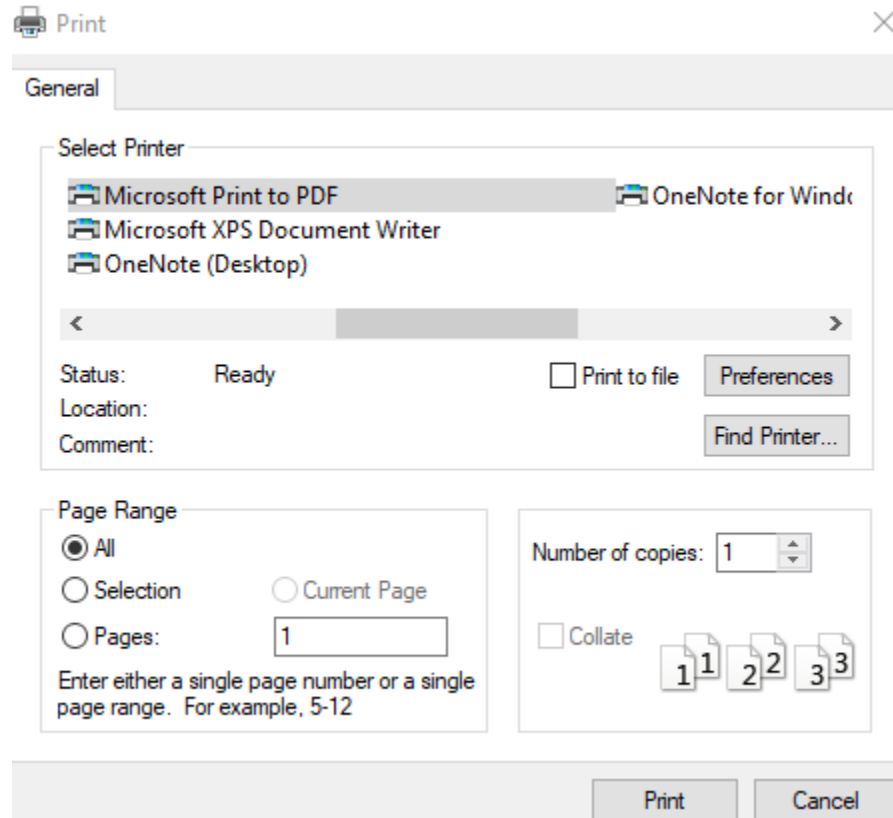


Windows (Any browser):

Print to PDF

1. From your browser, navigate to print the page.
2. Choose Microsoft Print to PDF



- a.
3. A new dialog box will open so you can save the file where you want to save it. (Tip: Make sure to check where you are saving your document so you can find it later! I usually save mine to the desktop and then delete them when I'm done).

Mac (Safari):

Export to PDF

1. Open the web page you want to save to PDF.
2. Go to the **File** menu and choose **Export as PDF**.
3. In the window that appears, enter a name for the PDF file and choose where to save it.
4. Select **Save** to save the web page as a PDF.

Print to PDF

1. Navigate to the page you want to save.
2. Go to the **File** menu and select **Print**.

The keyboard shortcut is **Command+P**.

3. Go to the lower-left corner of the print window and select the **PDF** drop-down arrow.
4. Select **Save as PDF**.
5. Enter a title for the PDF and choose where to save it.
6. Select **Save**.