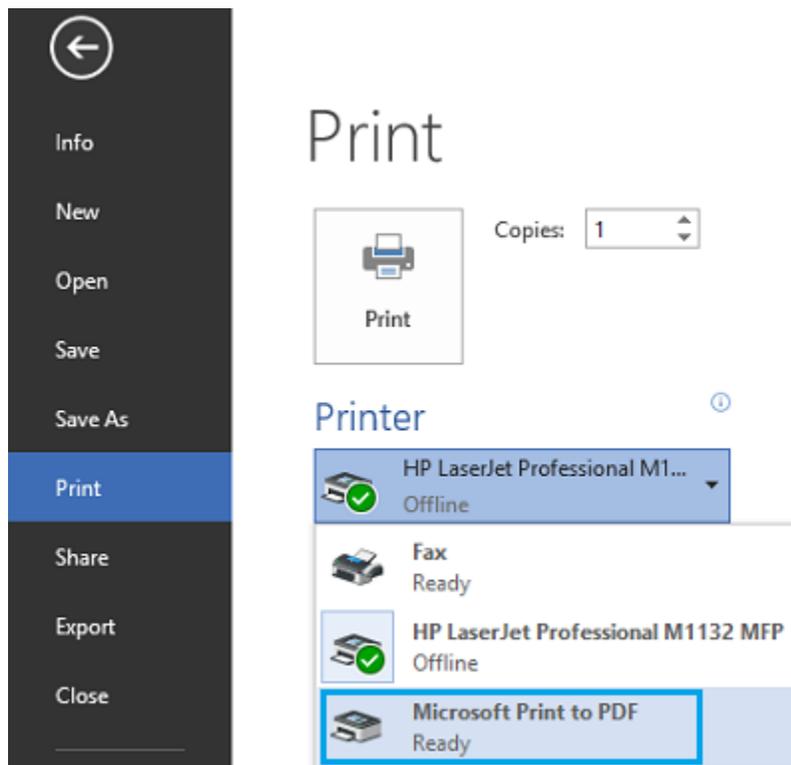


How to Use the Print to PDF Function on Windows 10

Microsoft now has a built-in “Microsoft Print to PDF” printer in Windows 10. It allows you to save any file on your computer, including a web page, image etc. into a simple PDF file.

This function is a common feature in all the applications that allow printing.

1. Click "Print" inside of any application that has the printing feature and under your list of printers, choose "Microsoft Print to PDF" then select "Print".



2. You will see a “Save Print Output As” dialog box. Navigate to the location you want the PDF saved to, enter a name in the “File name” box, and select the “Save” button.
3. You should now have a saved PDF document in the folder location you selected in step 2.