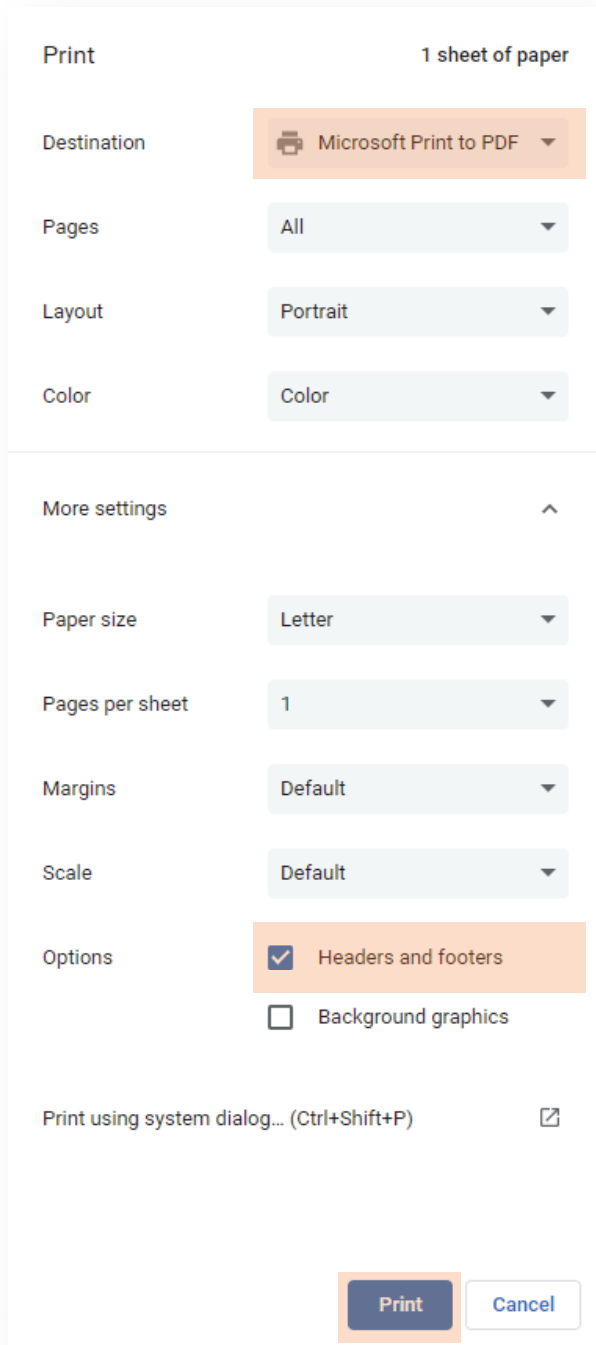


Converting a Document to PDF



The screenshot shows a print dialog box with the following settings:

- Print** (1 sheet of paper)
- Destination:** Microsoft Print to PDF (highlighted)
- Pages:** All
- Layout:** Portrait
- Color:** Color
- More settings** (expanded):
 - Paper size:** Letter
 - Pages per sheet:** 1
 - Margins:** Default
 - Scale:** Default
 - Options:**
 - Headers and footers (highlighted)
 - Background graphics
 - Print using system dialog... (Ctrl+Shift+P)** (checkbox)
- Buttons:** Print (highlighted) and Cancel

Step One: Under your print options, select **Microsoft Print to PDF** in the Destination drop-down menu.

Step Two: Under Options, check **Headers and Footers**.

Step Three: Click **Print**.



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