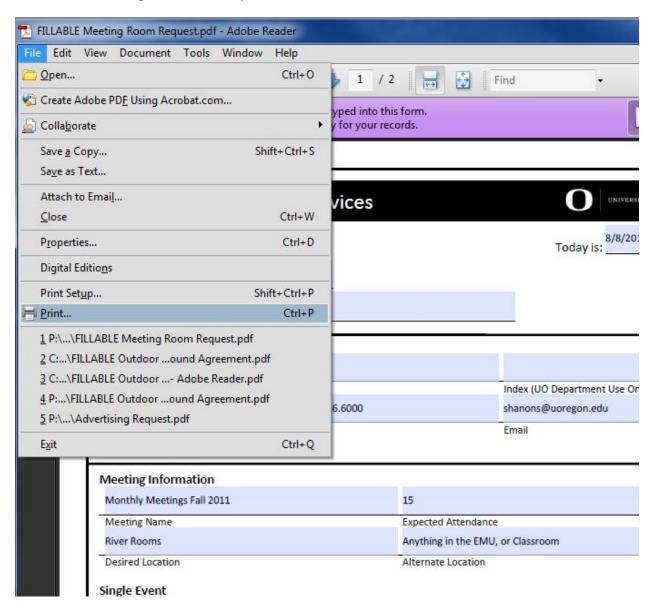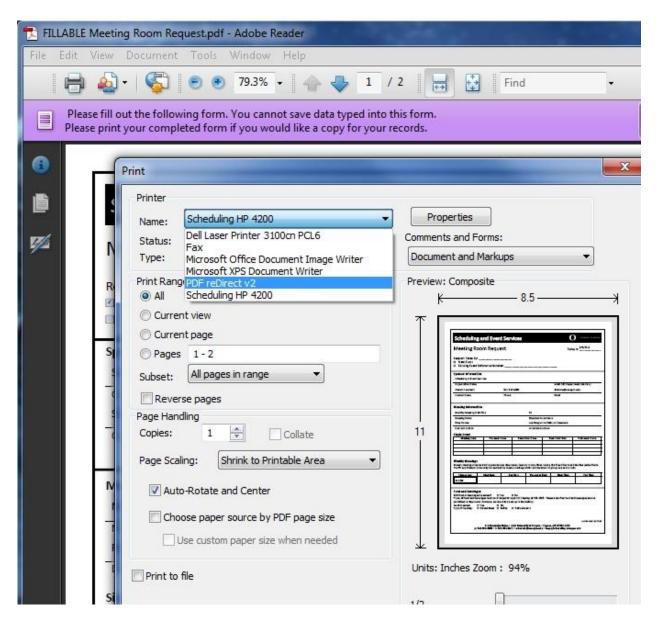# INSTRUCTIONS ON HOW TO SAVE A FILLABLE PDF FILE

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

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).