

How to Save a Page as a PDF on a PC

Simple instructions for Windows users using Chrome, Edge, or most other browsers.

Quick Tip

Press **Ctrl + P** to open the print screen in most browsers and Windows programs.

Step-by-step instructions

- 1. Open the page** - Go to the page, report, or screen you want to save as a PDF.
- 2. Open the print window** - Press Ctrl + P on your keyboard, or click File > Print in the browser menu.
- 3. Choose the PDF printer** - In the Destination or Printer list, select Save as PDF or Microsoft Print to PDF.
- 4. Review the settings** - Check options such as Portrait or Landscape, page range, paper size, and scale. If the page looks cut off, try Landscape or a smaller scale.
- 5. Save the file** - Click Print or Save. Choose the folder where you want the PDF stored, type a file name, and click Save again.
- 6. Open the PDF** - Locate the saved file and open it to make sure it looks correct before emailing or printing it.

Pages are formatted to break

Pages are designed to break properly when longer descriptions or additional years of performance are included.

Common PDF choices

Chrome and Edge usually show Save as PDF. Other programs may show Microsoft Print to PDF.

These steps work for most Windows PCs and web browsers.



For additional questions contact us at 719-685-2385 or email us at kim@autumngold.com