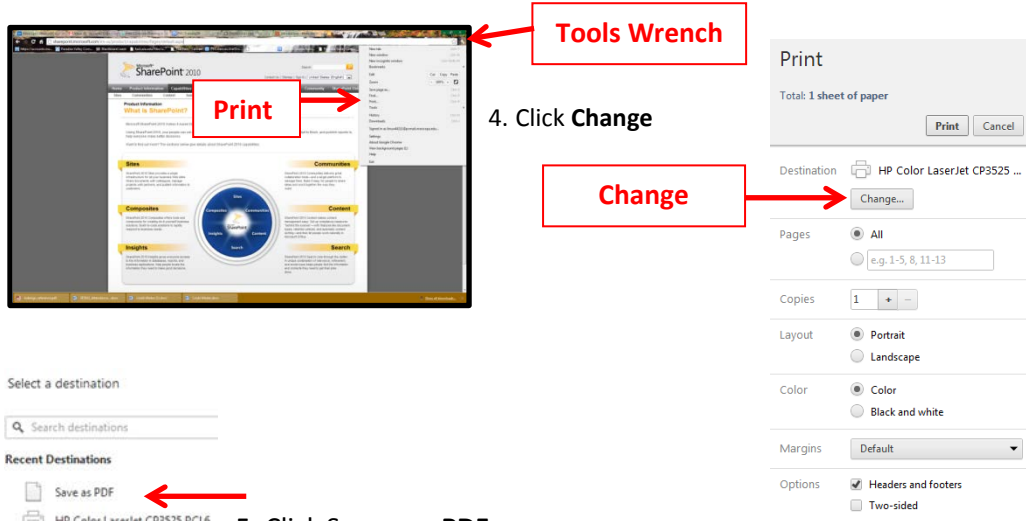


Saving a Web Page as an PDF, (Portable Document Format) (Chrome & Firefox Browsers)

PC - Windows

From the **Chrome** Browser

1. Go to the web page you want to save as a PDF
2. Click on the **“Wrench”** icon on the upper right-hand side of your screen
3. Click **Print**

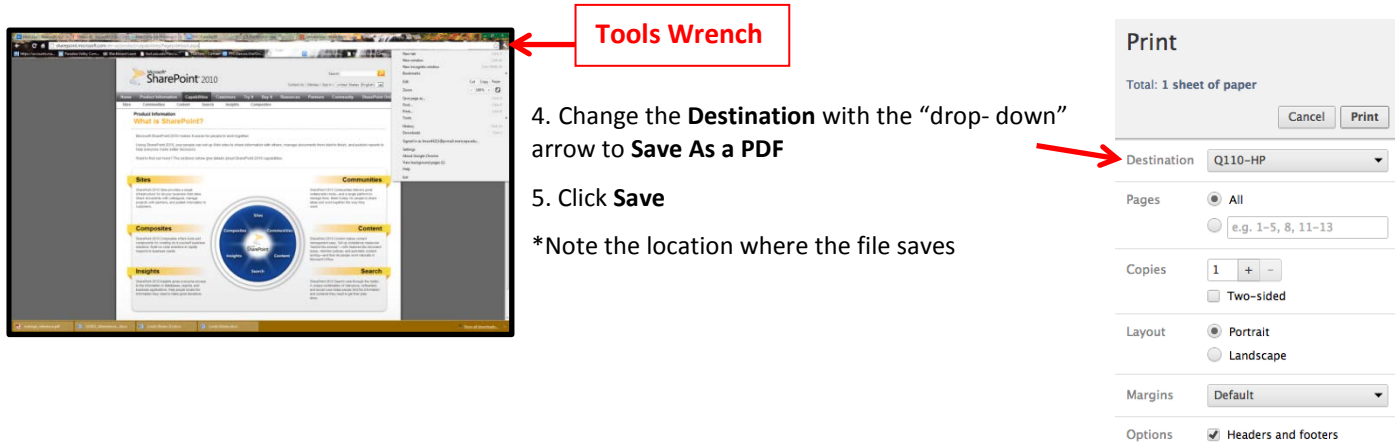


* Note the location to where the file saves

Mac – OS X

From the **Chrome** Browser

1. Go to the web page you want to save as a PDF
2. Click on the **“Wrench”** icon on the upper right-hand side of your screen
3. Select **Print**



*Note the location where the file saves

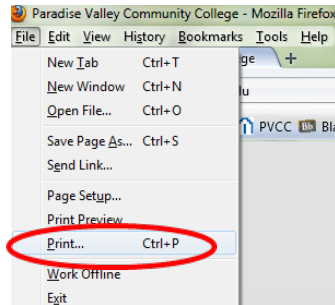
***Change the Destination to the default printer the next time you need to print.**

[Print using system dialog... \(⌘P\)](#)
[Open PDF in Preview](#)

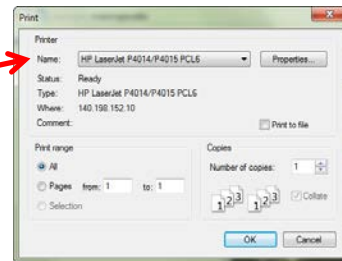
PC - Windows

From the **Firefox** Browser

1. Go to the web page you want to save as a PDF
2. Click on "**File**" on the Firefox toolbar
3. Select **Print**



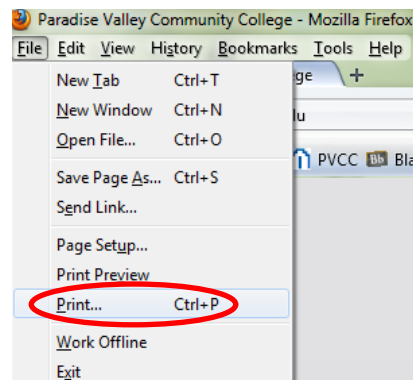
4. Use the dropdown arrow to change the name to **Adobe PDF** and Click **OK**



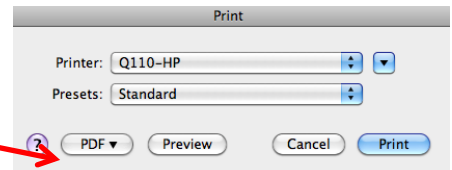
Mac

From the **Firefox** Browser

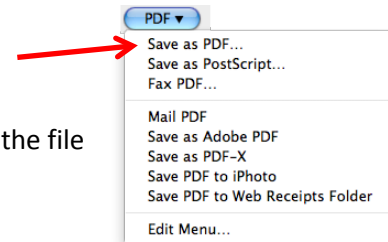
1. Go to the web page you want to save as a PDF
2. Click on "**File**" on the Firefox toolbar
3. Select **Print**



4. Select the **PDF** drop-down arrow



5. Select **Save as PDF**



6. Note the location where the file saves

***Change the Destination - to the default printer the next time you need to print.**