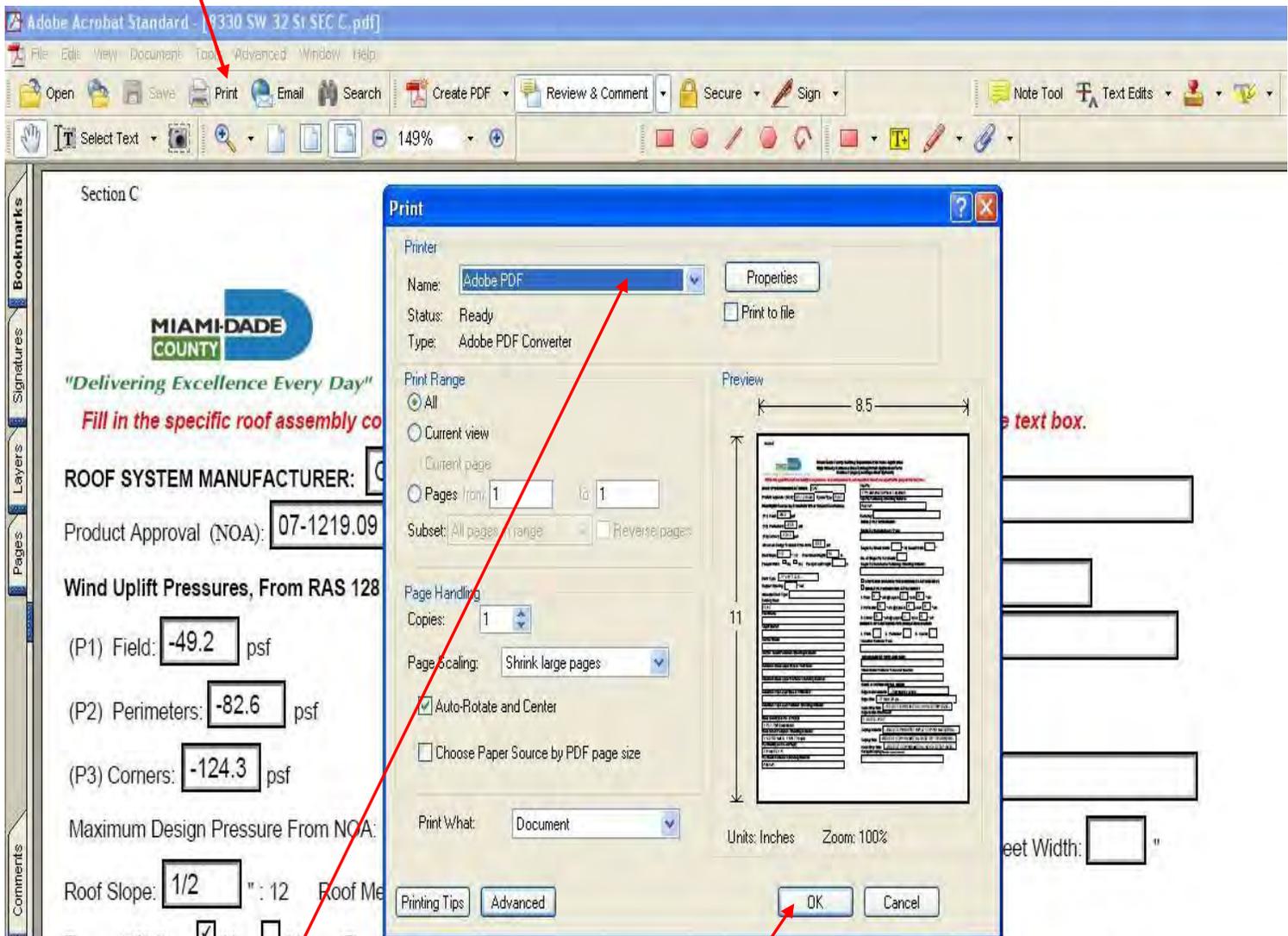


# SAVING COMPLETED FILABLE FORMS WHEN USING ADOBE SOFTWARE

## STEP 1

After completing the filable form select the print function.

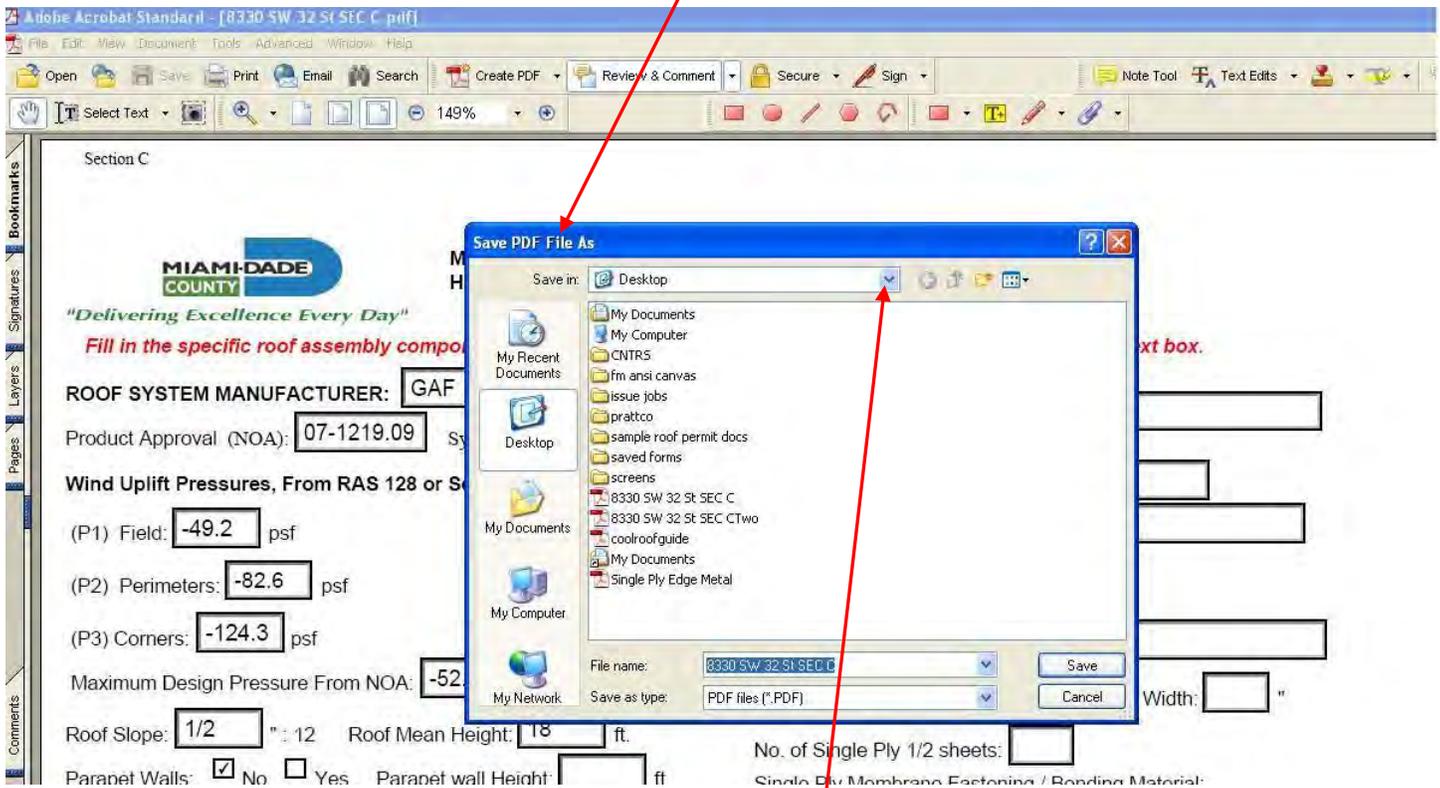


Using the drop down arrow select Adobe PDF

Click on OK

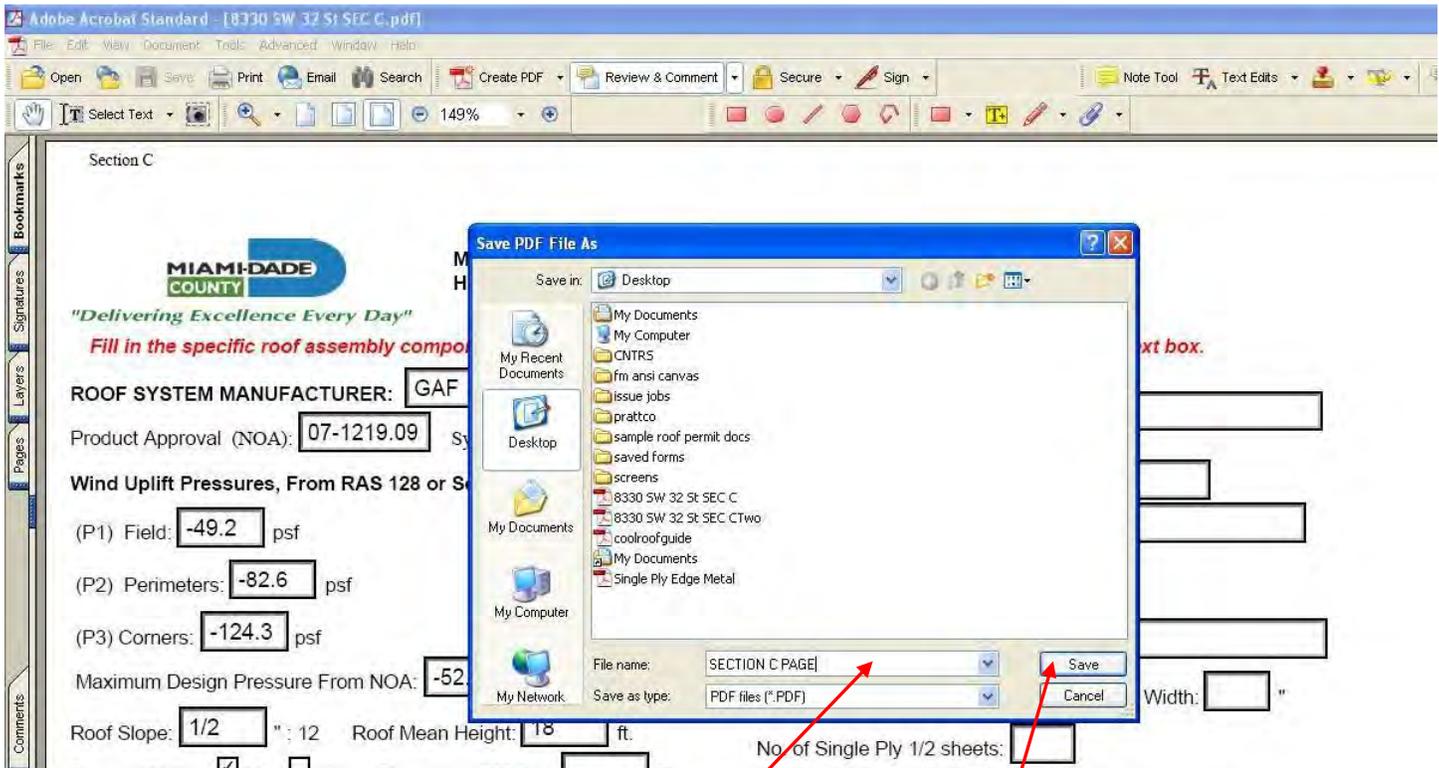
## STEP 2

### Save Pdf File As



### Select Save to Desktop

### STEP 3



Create PDF file name

Click on Save

#### STEP 4

The completed PDF Form has now been saved to the desk top. Click on the PDF file icon and send to DVD/CD-RW Drive (D :) to write the file to a CD.

This form can also be printed if required, and then scanned and saved to a CD.

