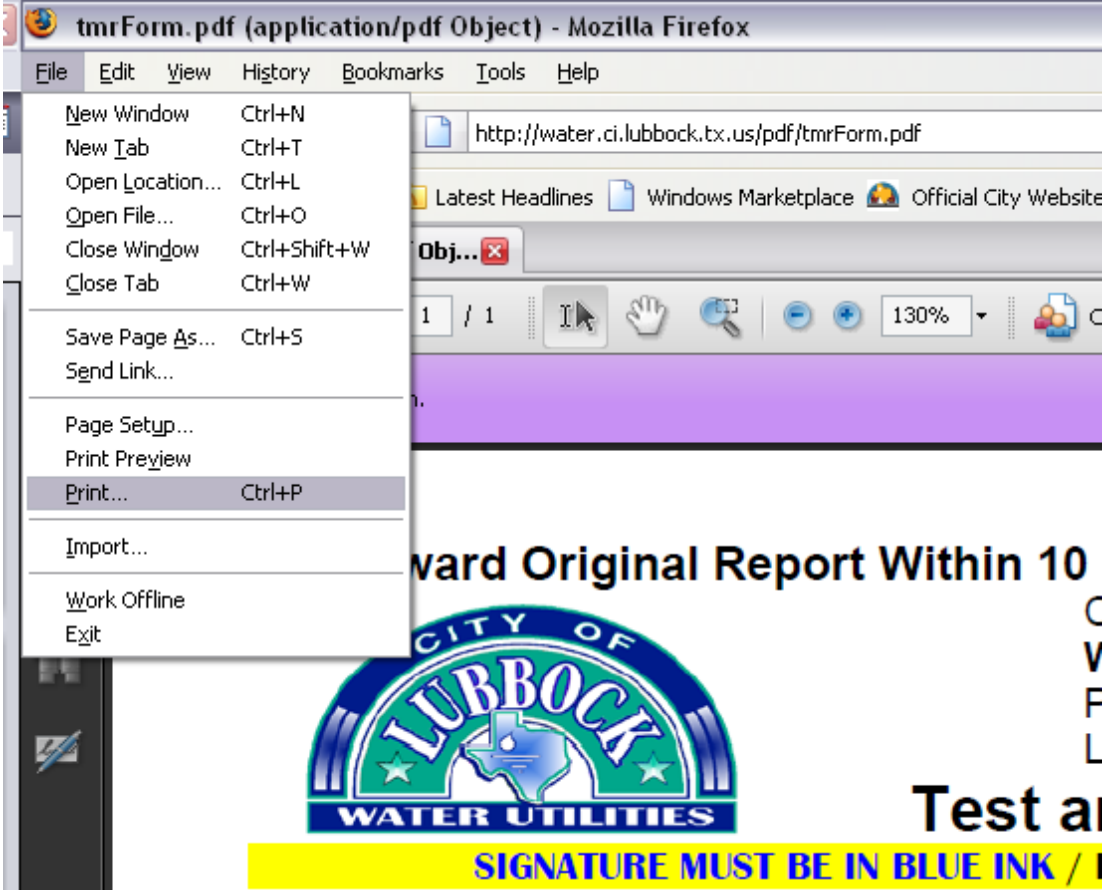
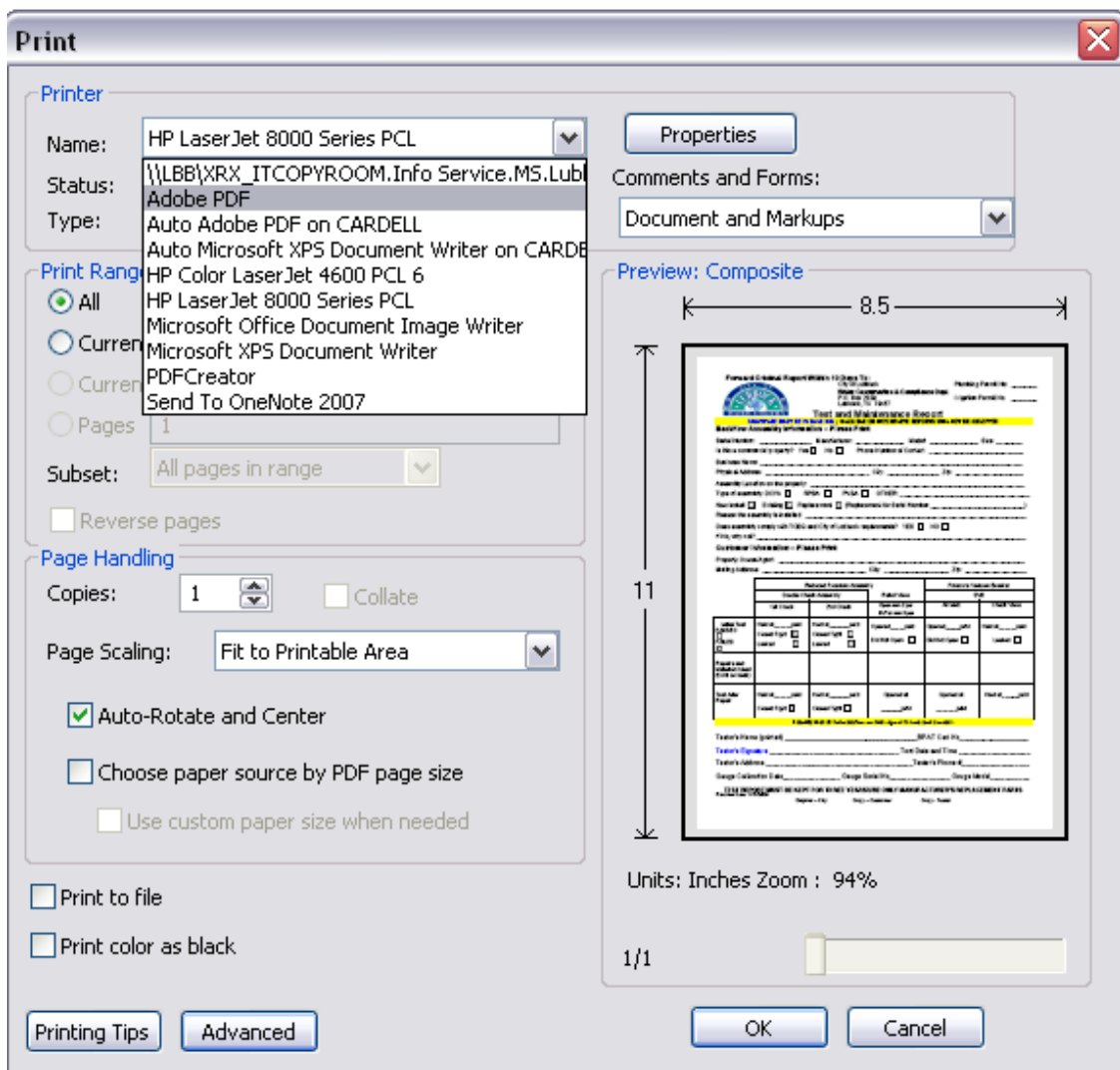


INSTRUCTIONS ON HOW TO SAVE A FILLABLE PDF FILE

- 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).