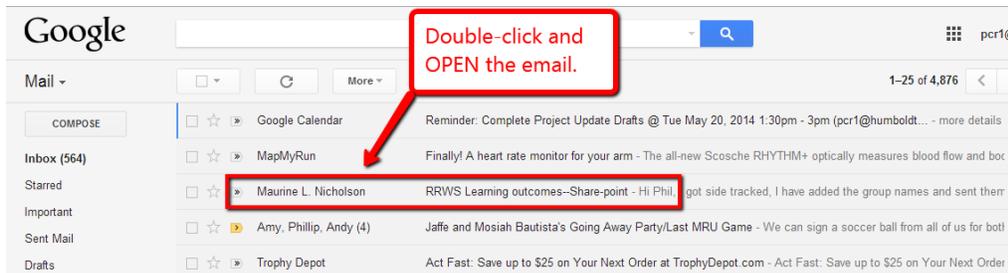


How to Save Gmail as a PDF Document

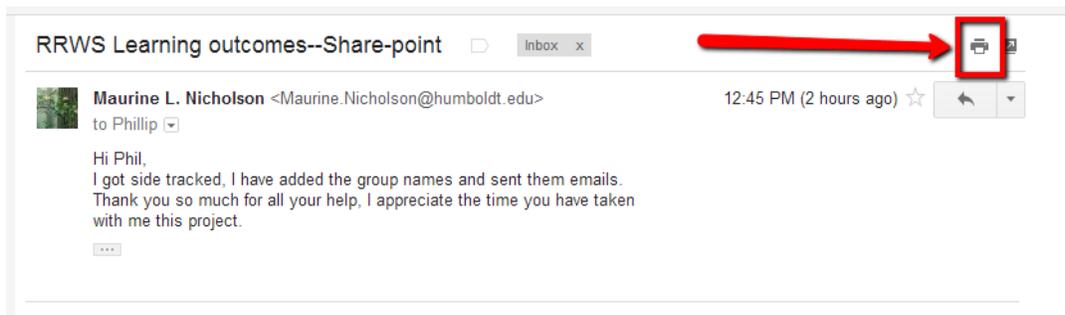
When you are logged in to the HSU portal and using Gmail, any emails that you wish to convert to PDF for filing can be done as follows:

Open the email you wish to convert to PDF.



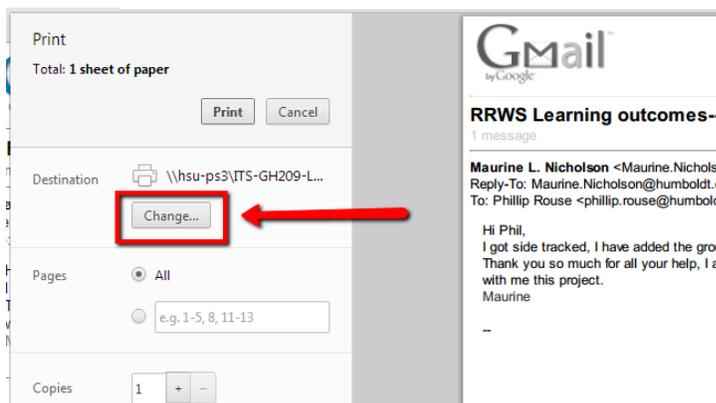
Find and click the Print icon.

You won't actually print the email, but this is how you access the menu to save the email as a PDF.

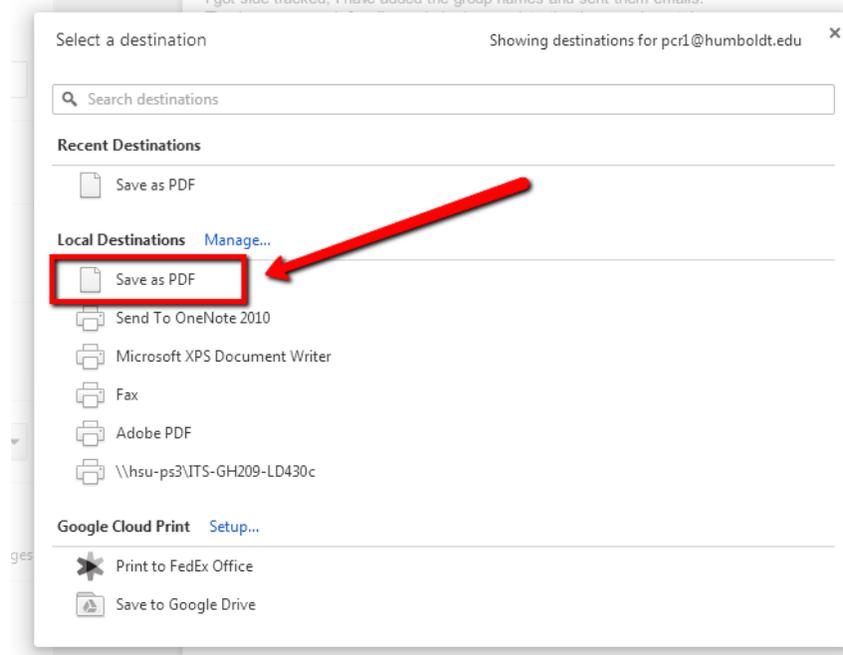


Change the "Destination" of the document from the dialogue menu.

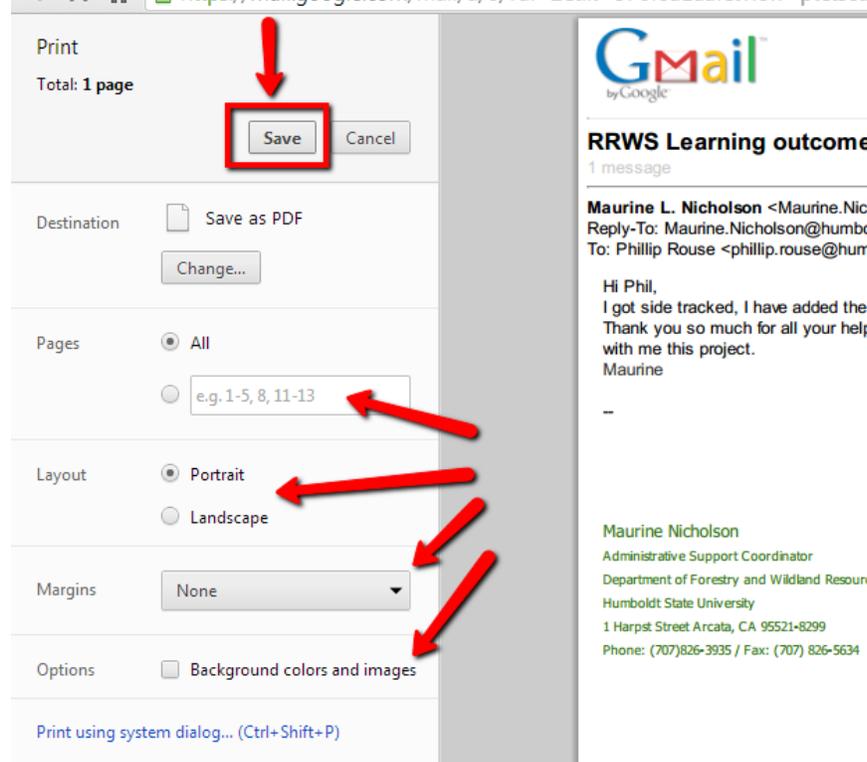
Click on the "Change" button as shown.



Select “Save as PDF” from the destination menu.



Confirm the change of destination, adjust options (pages, layout, margins, etc...) then click the “Save” button.



RRWS Learning outcome

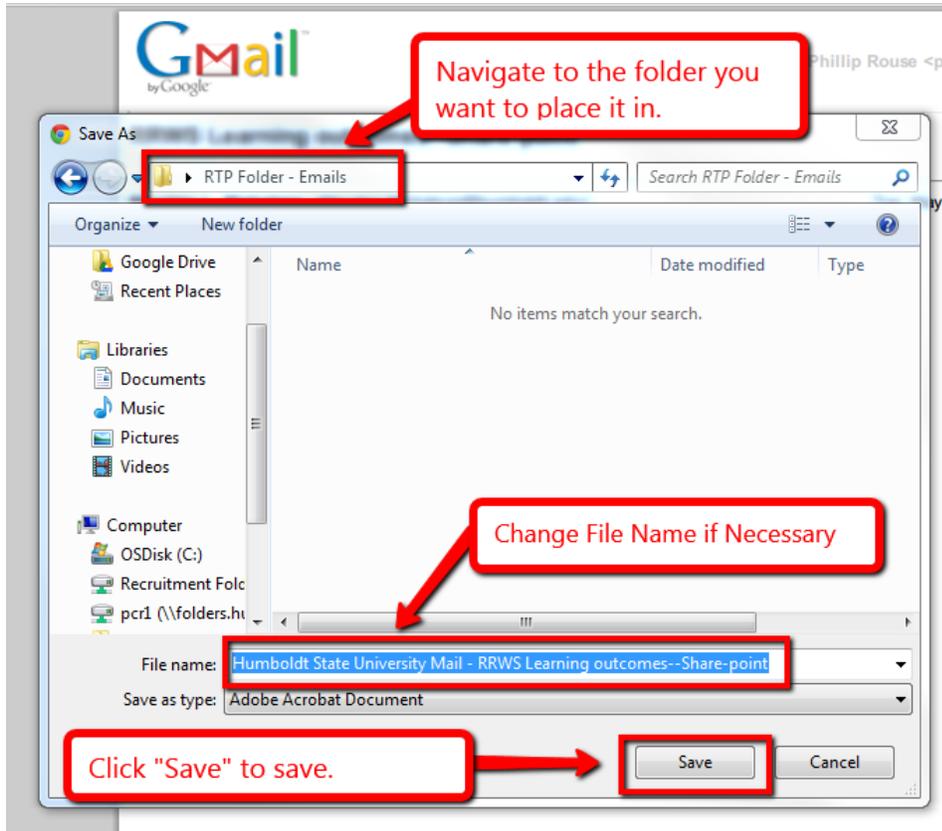
1 message

Maurine L. Nicholson <Maurine.Nicl
Reply-To: Maurine.Nicholson@humbo
To: Phillip Rouse <phillip.rouse@hum

Hi Phil,
I got side tracked, I have added the
Thank you so much for all your help
with me this project.
Maurine

Maurine Nicholson
Administrative Support Coordinator
Department of Forestry and Wildland Resourc
Humboldt State University
1 Harpst Street Arcata, CA 95521-8299
Phone: (707)826-3935 / Fax: (707) 826-5634

Your computer file directories are now visible in the “Save As” dialogue box. Select the file location by navigating to the desired folder, change the name of the document if needed, then click the “Save” button.



The PDF is now placed in the selected folder and can be shared or uploaded.

