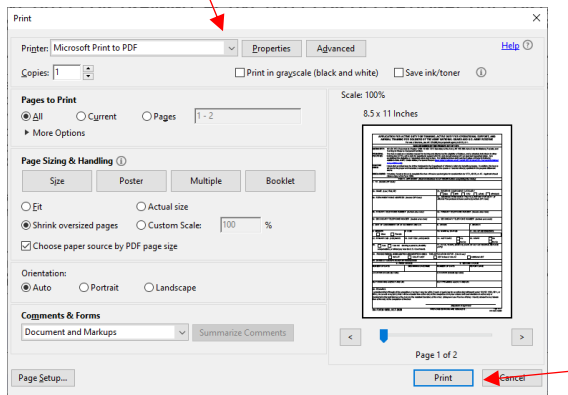
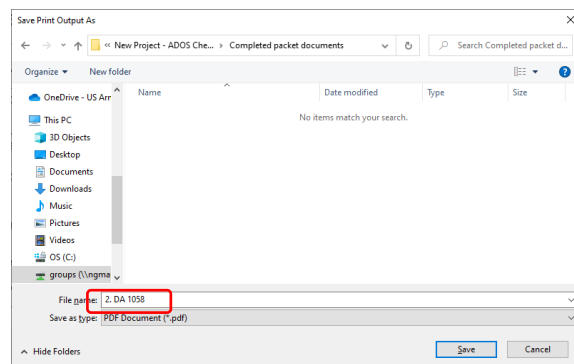
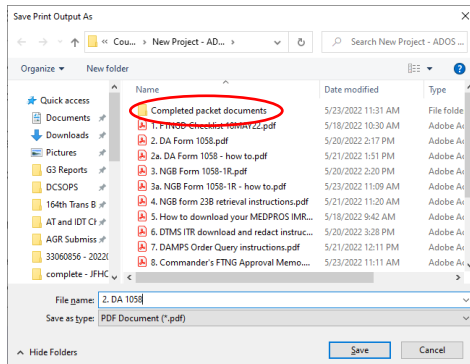


Print to PDF

- Select File
- Select Print
 - Ensure you select Microsoft Print to PDF. It will limit the number of errors you might create. Then select print.



- The recommendation is to create a folder that you can consolidate documents in their final state. I used "Completed Packet Documents" Save the file using the numbering format on the checklist.



- Check the document once it is saved to ensure you lost no information on you document.
- Repeat this step to all documents. Except for the checklist itself.