

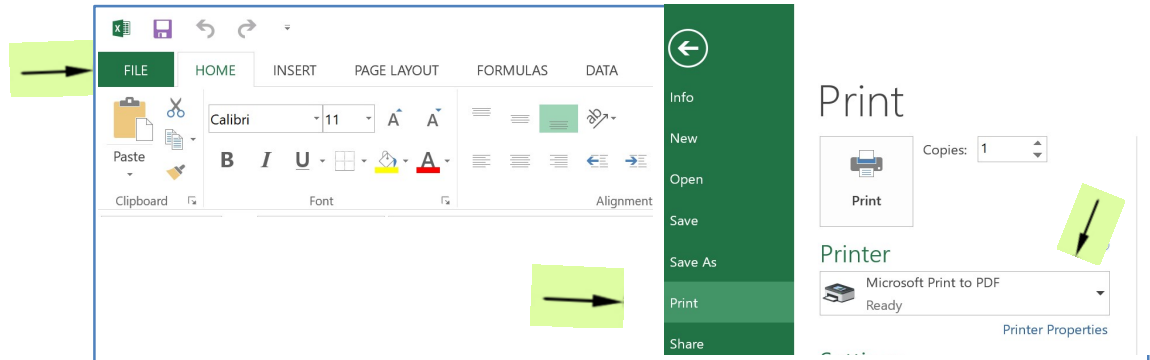
# GMO TRAINING SERIES - "PRINTING TO A PDF"

## Quick Reference Card

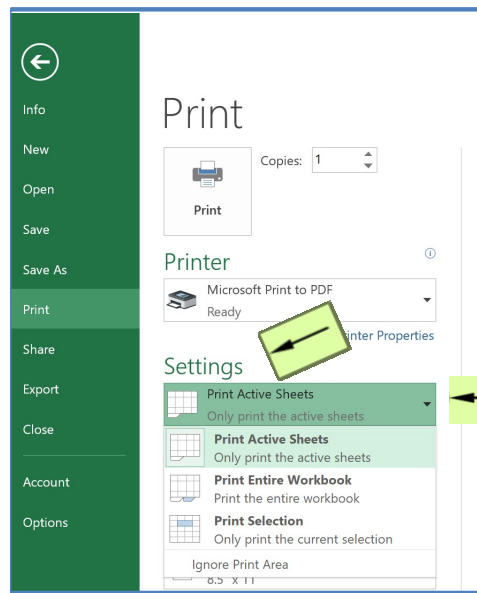
### PRINTING TO A PDF

This example uses Excel, however, the process is the same in other Microsoft Office programs that "print to PDF".

1. Click the **"File"** tab.
2. Click **"Print"**.
3. Choose **"Microsoft Print to PDF"** from the drop-down menu of Printers

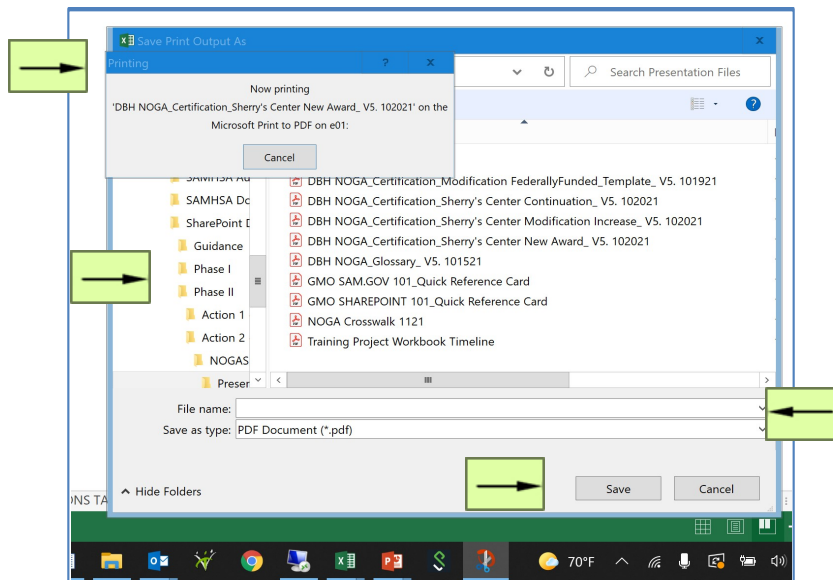


4. Once you choose the PDF option, check the **"Settings"** drop-down menu to ensure the sheet range is what you want captured in one PDF document.



5. Click the **"Print"** icon.

6. New dialog boxes will open asking you to give the PDF file a location and name.



7. Choose the location and add the file name\*. Type in the desired file name.

8. Click **"Save"**. Your PDF will open in a different screen once the process completes.

**\*Standard File Naming Format: Name/Type of Document, FY, Document Status, Initiative, Grantee, Date Saved, and Initials**