EXPORT YOUR GMAIL MESSAGES TO A PDF FILE

OPEN THE CHROME WEB STORE. FIND AND SELECT THE EXTENSION FOR PRETTY GMAIL PRINT. CLICK ADD TO CHROME. *SOME EXTENSIONS WILL LET YOU KNOW IF THEY NEED CERTAIN PERMISSIONS

DO YOU NEED TO EXPORT OR CONVERT MULTIPLE MESSAGES IN GMAIL TO A PDF FILE? IT'S EASY…
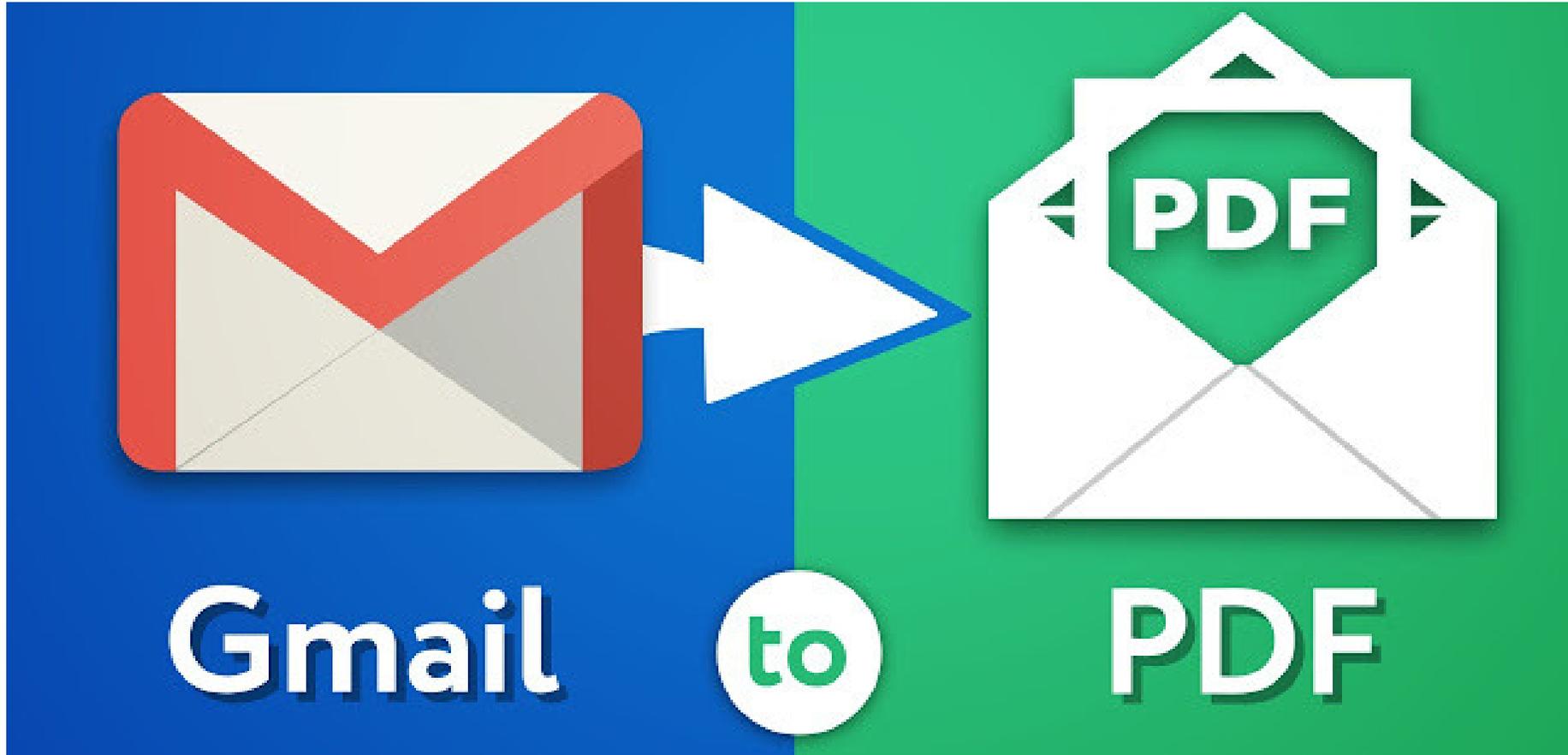
"PRETTY PRINT GMAIL" IS AN APP YOU CAN FIND ON CHROME STORE. IT ALLOWS BULK EMAIL PRINTING FOR GMAIL MESSAGES

Pretty Print Gmail
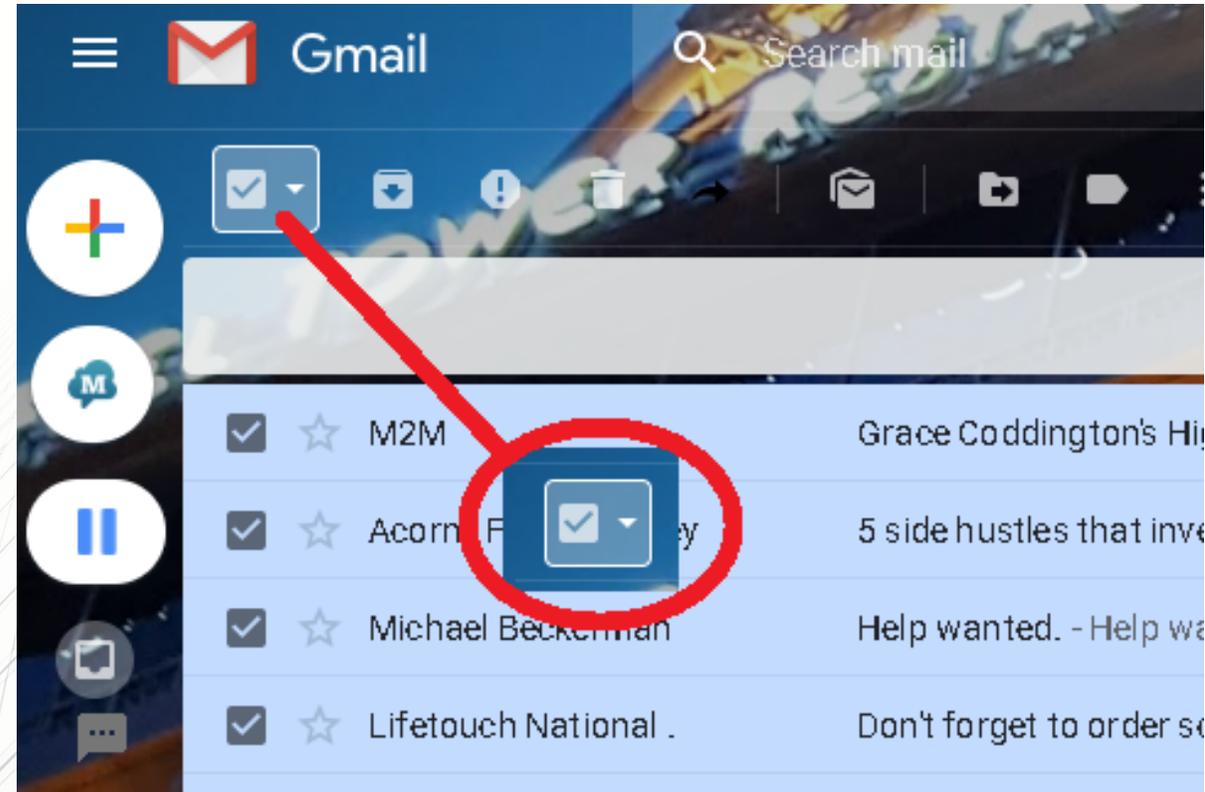
FEATURES:

MULTIPLE PRINTING:: FROM THE GMAIL MAIN PAGE, SELECT ALL THE EMAILS YOU WANT TO PRINT, AND PRESS THE EXTENSION ICON AT THE TOP-RIGHT   PRINTER ICON).

SINGLE EMAIL IN LONG THREAD PRINTING: OPEN THE PARTICULAR EMAIL YOU WANT TO PRINT, CLICK THE DOWN ARROW NEAR TOP-RIGHT OF THE EMAIL (NEXT TO THE REPLY BUTTON), AND SELECT PRINT

OPEN GMAIL. M

TYPE A KEYWORD OR FILL IN THE INFORMATION YOU'RE LOOKING FOR IN THE SEARCH MAIL BOX AT THE TOP OF THE PAGE AND CLICK SEARCH.

SELECT ALL THE EMAILS AND PRESS THE EXTENSION ICON AT THE TOP-RIGHT 🖨️(PRINTER ICON).

(YOU MAY ALSO ADD THEM TO A LABEL OR SUB-FOLDER TO KEEP THEM ORGANIZED)
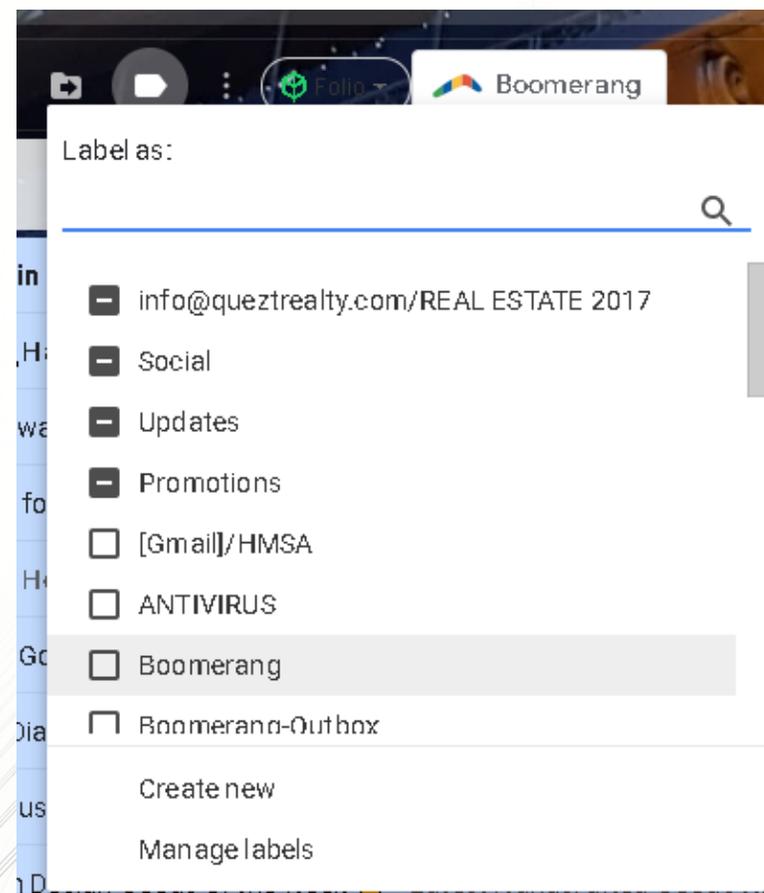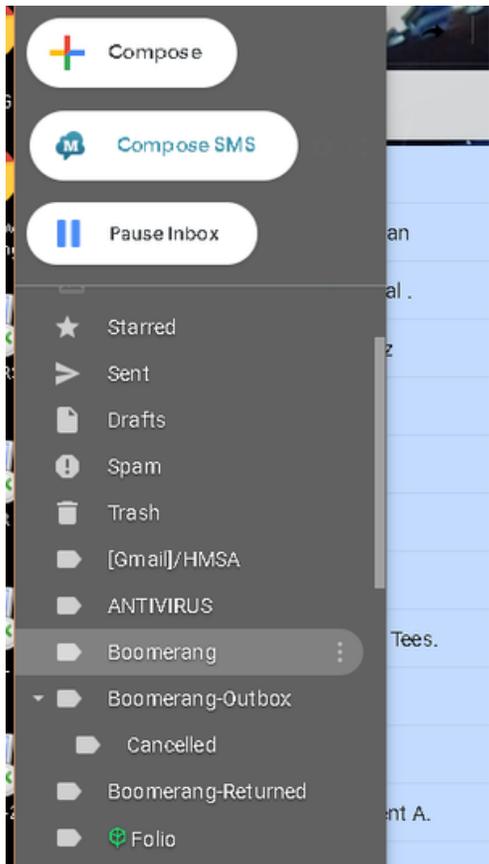
IF THE EMAILS WERE LABELED, OPEN THAT LABEL FOLDER AND SELECT ALL THE EMAILS YOU WANT TO PRINT, AND PRESS THE EXTENSION ICON AT THE TOP-RIGHT 🖨️ (PRINTER ICON).
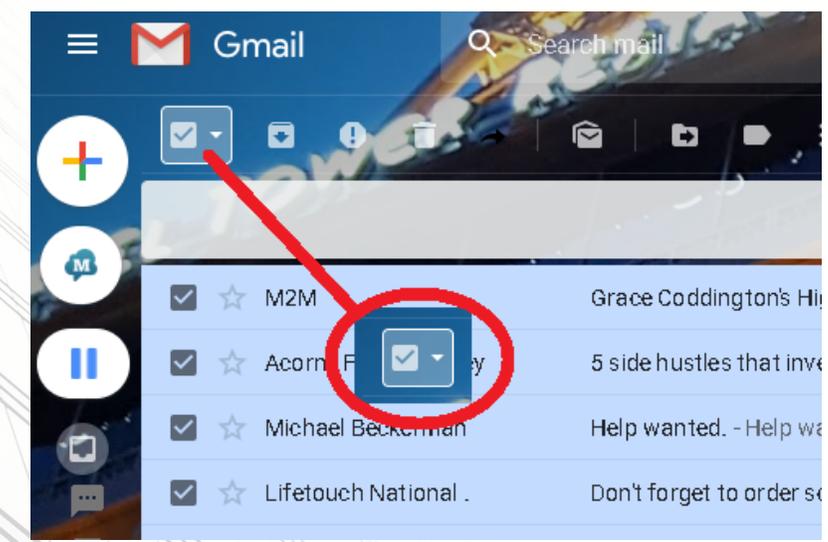
NOTE THAT ALL OF YOUR EMAILS WILL BE COMPILED INTO ONE PDF FILE.
THIS PROCESS TAKES TIME, SO PLEASE BE PATIENT.
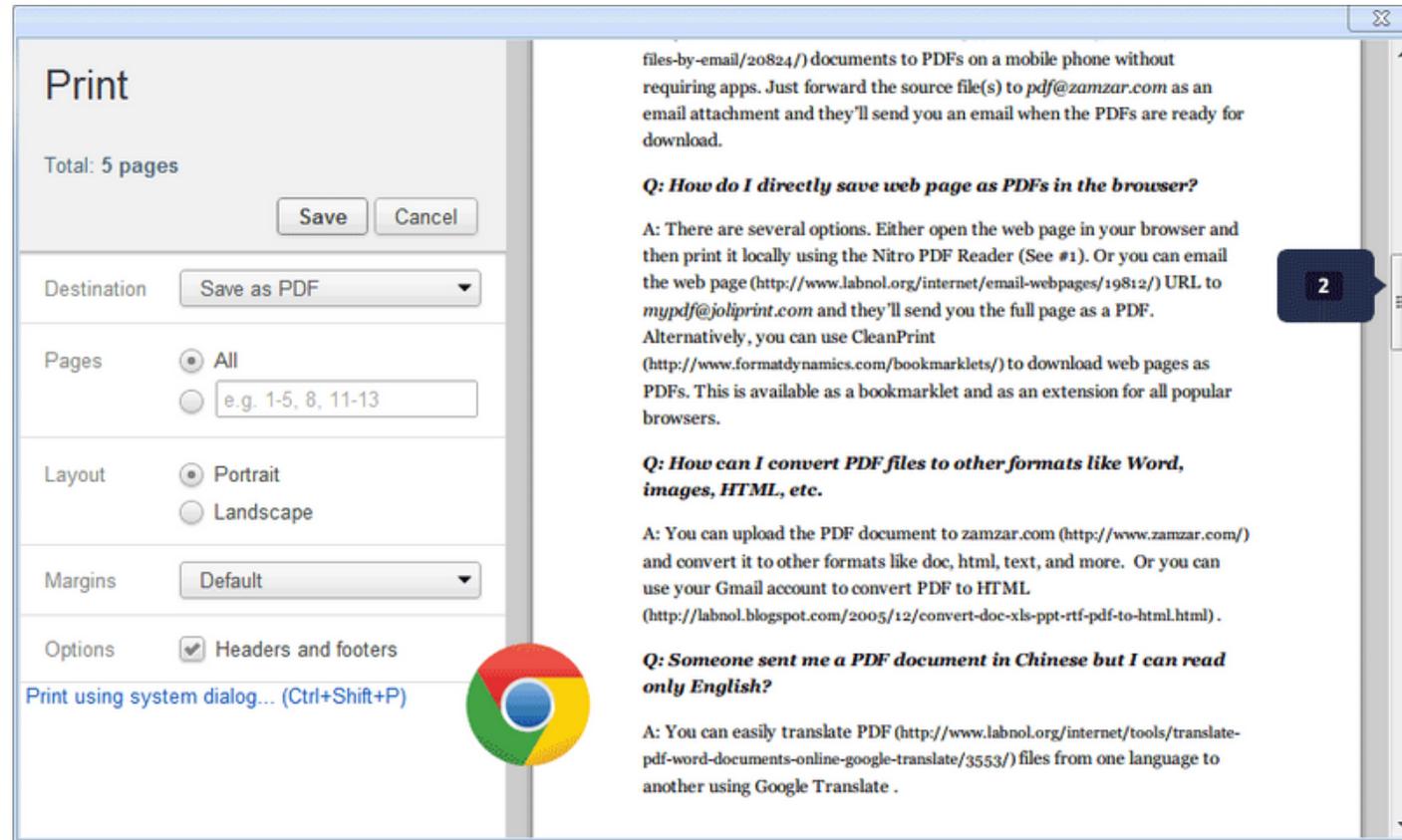
SAVE AS PROMPTED ON YOUR DESTINATION FOLDER EITHER DESKTOP OR DOCUMENTS
YOU WILL NEED A PDF PRINTER INSTALLED ON YOUR COMPUTER, WE SUGGEST CUTEPDF.COM(CUTEPDF WRITER)
IN SOME CASES THE PDF FILES MAY END UP TOO LARGE TO EMAIL. PLEASE USE SMALLPDF.COM (COMPRESS PDF) TO RESIZE THEM