EXPORT YOUR **OUTLOOK-E-MAIL** MESSAGES TO A PDF FILE

YOU NEED TO HAVE A PDF PRINTER INSTALLED



## DO YOU NEED TO EXPORT OR CONVERT MULTIPLE MESSAGES IN OUTLOOK TO A PDF FILE? IT'S EASY...



## 1- THE FIRST STEP IS TO CREATE A SUB-FOLDER UNDER THE INBOX FOLDER TO STORE THE MESSAGES OF YOUR TRANSACTION (RIGHT CLICK ON "INBOX" SELECT "NEW FOLDER" FROM DROP DOWN MENU).

#### 2- GIVE IT A NAME AND ONCE IT HAS BEEN CREATED YOU MAY SEARCH AND DRAG THE EMAILS RELATED TO THAT TRANSACTION INTO THAT SUB-FOLDER.

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File Home Send / Receive	Folder View McAfee Anti-Spam	♀ Tell me what	you want to do							
Image: New New Email Items ▼ New Delete	Mark as Spam Mark as Not Spam Add Friend McAfee Anti-Spam	ard 🛐 Meeting	Case #11-A-01 Team Email Reply & Delete	← To Manager ✓ Done ✓ Create New Steps	4 4	Move - Rules - OneNote Move	<ul> <li>□ Unread/ Read</li> <li>□ Categorize *</li> <li>▶ Follow Up *</li> <li>Tags</li> </ul>	Search People	Send/Receive All Folders Send/Receive	~
▲ Favorites <	Search Current Mailbox (Ctrl+E)	Current Mailbo	x → Fri 1/22/2016 1	:20 PM			_			
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Deleted Items	Jon Doe	Client Billing Matters					e (05 & canada).			
	Planning Meeting	Folder contains:			eeting.					
▲ jdoe@teachucomp.org	TeachUcomp Teacher	Mail and Post Items								
⊿ Inbox	Jane Smith	Select where to place the folder:           Image: Select where to place the folder:								
Case #11-A-01-1306-CR-08775	manks for forwarding me your copy of Jane									
McAfee Anti-Spam	TeachUcomp Teacher	Draf	ts							
Drafts	Please be sure to email me a copy of your	Deleted Items								
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RSS Feeds	Jane Smith		,OK	Cancel						
Search Folders	Hi Jon, I have you set to make a phone		\?:\?:							
	Jane Smith Case #11-A-01-1306-CR-08775 Can you make another copy of the case files	6/28/2013								
▼ ■ 23 12 ····	Jane Smith Case for tomorrow Oh well, I guess I'll be reviewing that file all	6/27/2013								
	lane Smith	P	T					<b>B</b> 8		40000
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# 3- WHEN READY TO PRINT, CLICK THE "FILE" TAB IN THE RIBBON AND THEN CLICK THE "PRINT" COMMAND AT THE LEFT SIDE

4- CLICK THE "PRINT OPTIONS" BUTTON THAT APPEARS TO THE RIGHT TO OPEN THE "PRINT" DIALOG BOX.

5- UNDER "PRINT STYLE," YOU CAN SELECT THE "MEMO STYLE" CHOICE TO PRINT THE DETAILS OF THE SELECTED FOLDER.
6- CLICK PRINT FROM THE PRINTER'S DROP DOWN MENU, SELECT ADOBE PDF OR ANY PDF CONVERTER AND SAVE AS PDF.



### NOTE THAT ALL OF YOUR EMAILS WILL BE COMPILED INTO ONE PDF FILE. THIS PROCESS TAKES TIME, SO PLEASE BE PATIENT.

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### 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

