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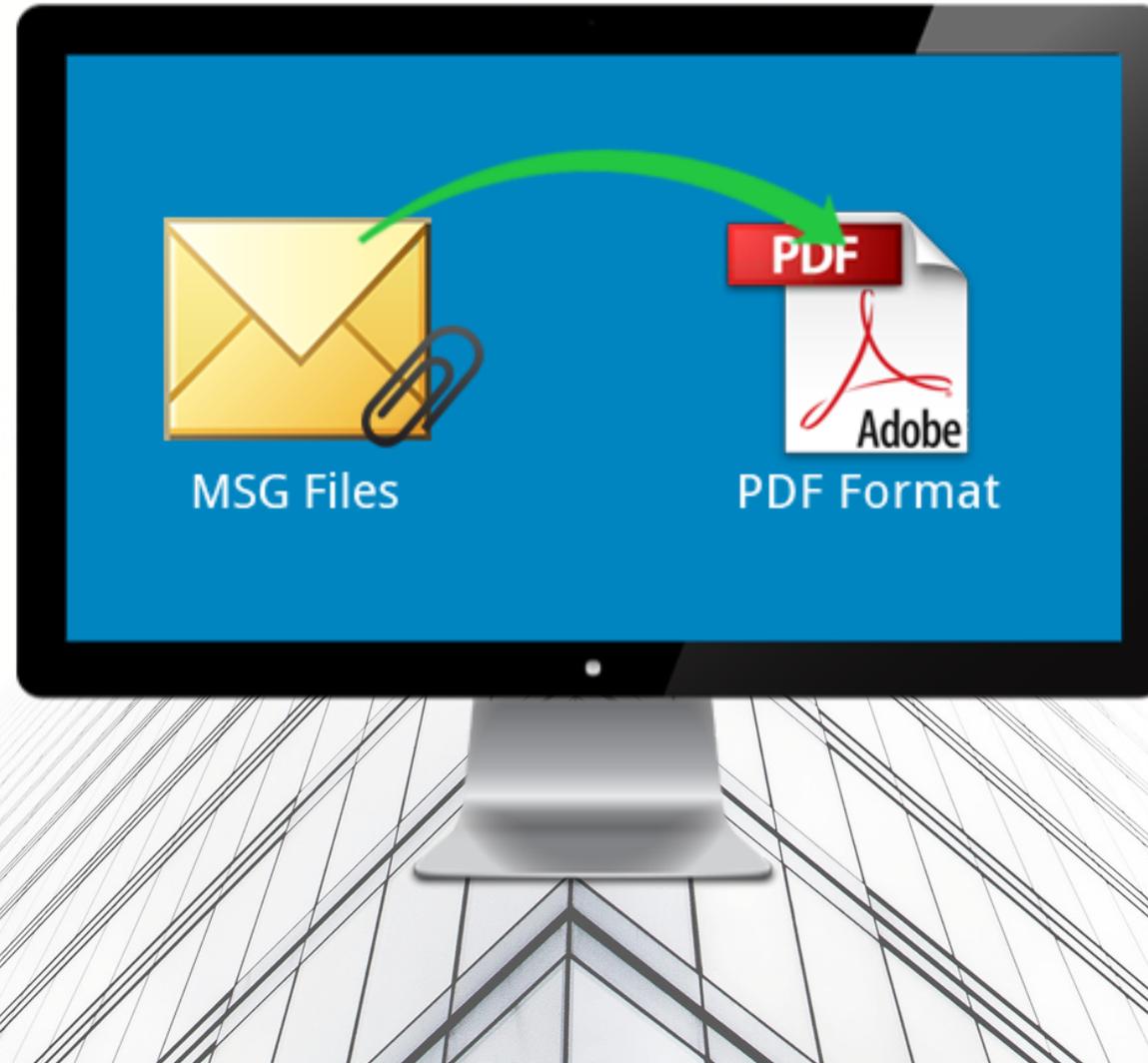
1- THE FIRST STEP IS TO CREATE A SUB-FOLDER UNDER THE INBOX FOLDER TO STORE THE MESSAGES OF YOUR TRANSACTION (RIGHT CLICK ON "INBOX" SELECT "NEW FOLDER" FROM DROP DOWN MENU) .

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.
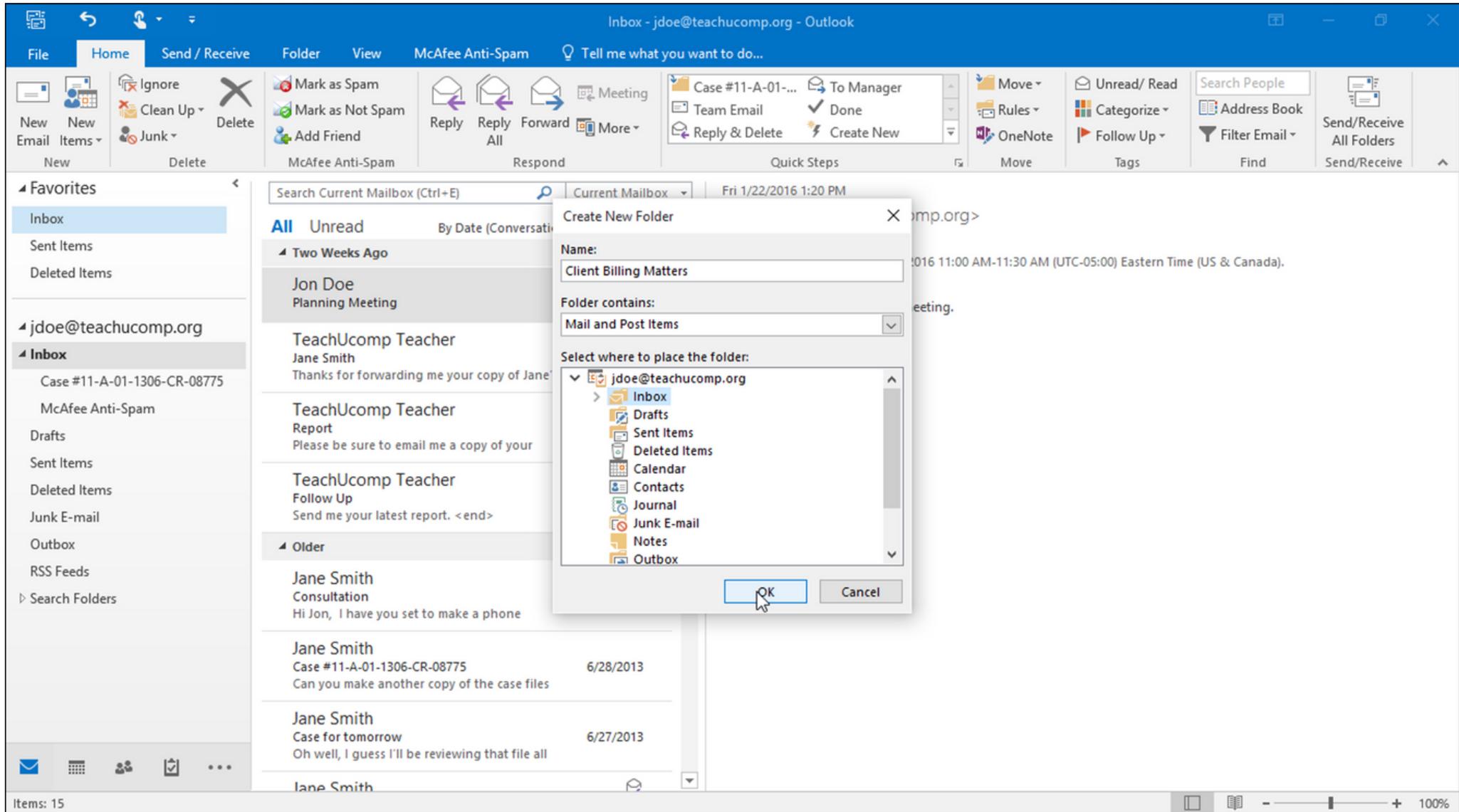
3- WHEN READY TO PRINT, CLICK THE "FILE" TAB IN THE RIBBON AND THEN CLICK THE "PRINT" COMMAND AT THE LEFT SIDE

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.
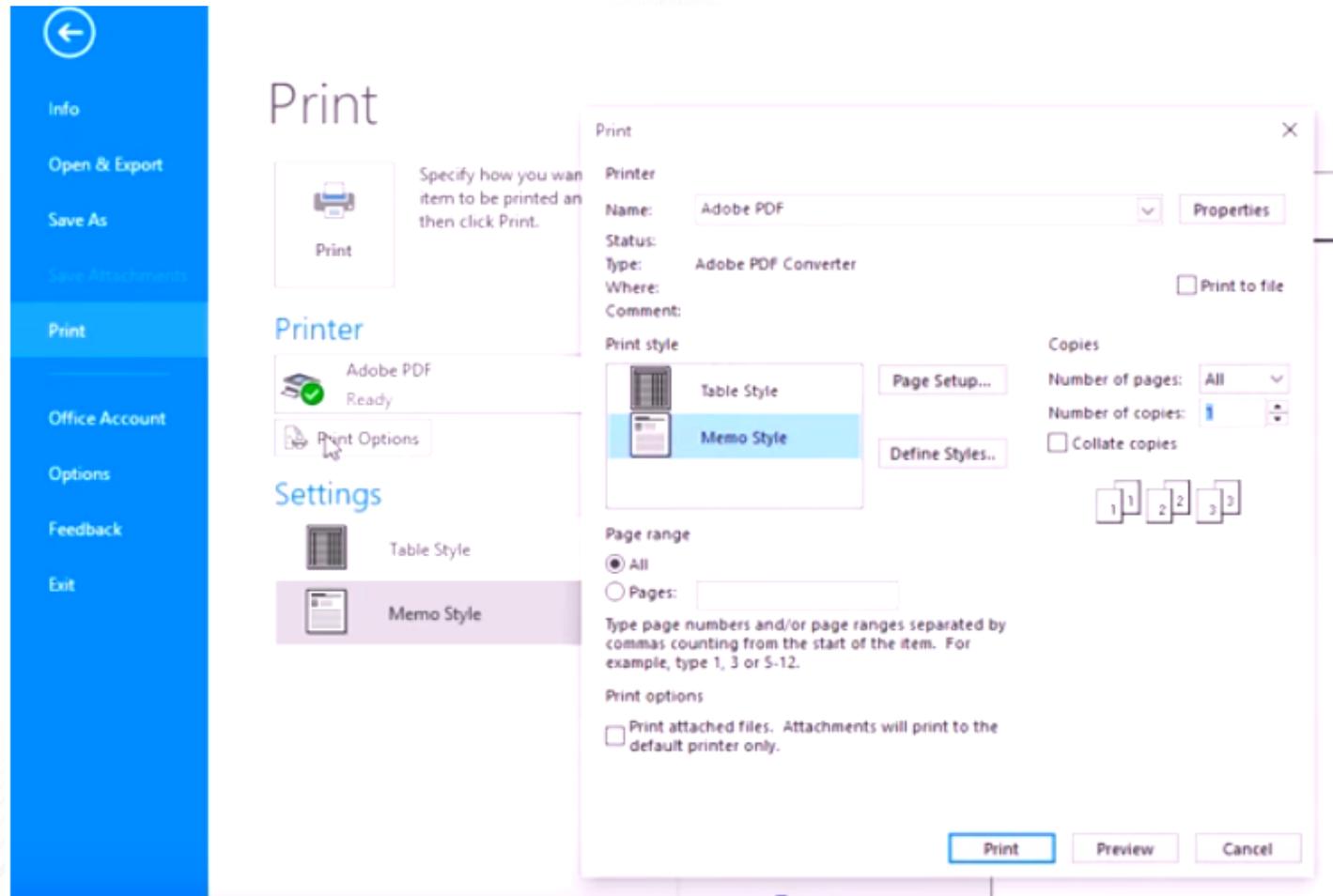
NOTE THAT ALL OF YOUR EMAILS WILL BE COMPILED INTO ONE PDF FILE.
THIS PROCESS TAKES TIME, SO PLEASE BE PATIENT.
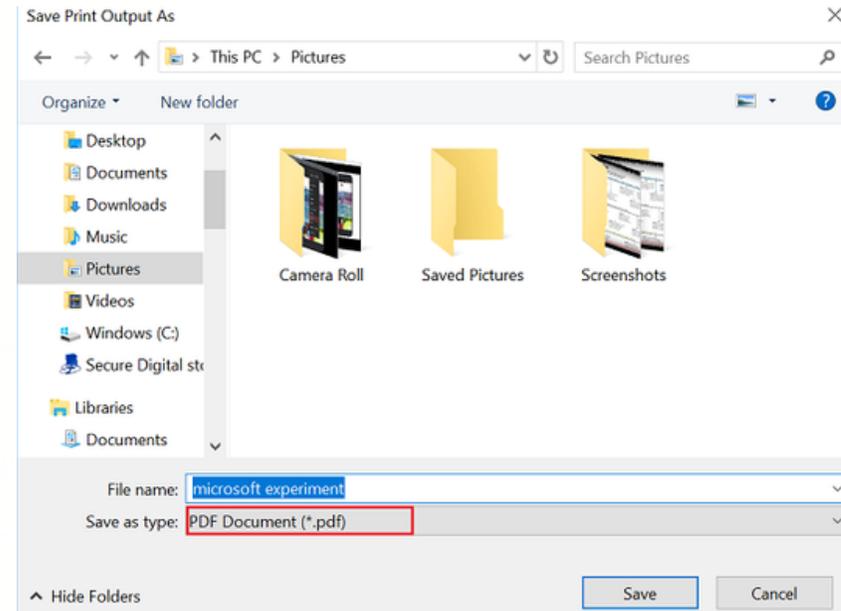
SAVE AS PROMPTED ON YOUR DESTINATION FOLDER EITHER DESKTOP OR DOCUMENTS

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