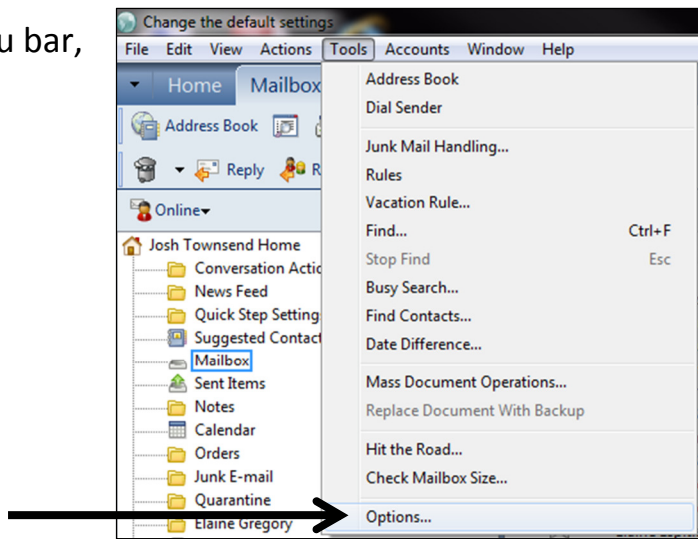


Part 1: Saving Emails to .PDF files – Configuring GroupWise First

Before you begin using “KCSOS PDF Writer” to save your E-mails from GroupWise, follow these steps:

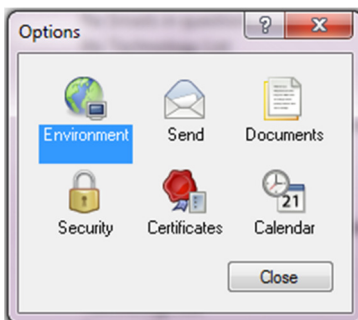
With GroupWise open, on the Menu bar,

Click on **Tools / Options**



The “**Options**” window will appear.

Double-click the **Environment** icon



Click on the **Views** tab

Under “Default Read View & Font”,

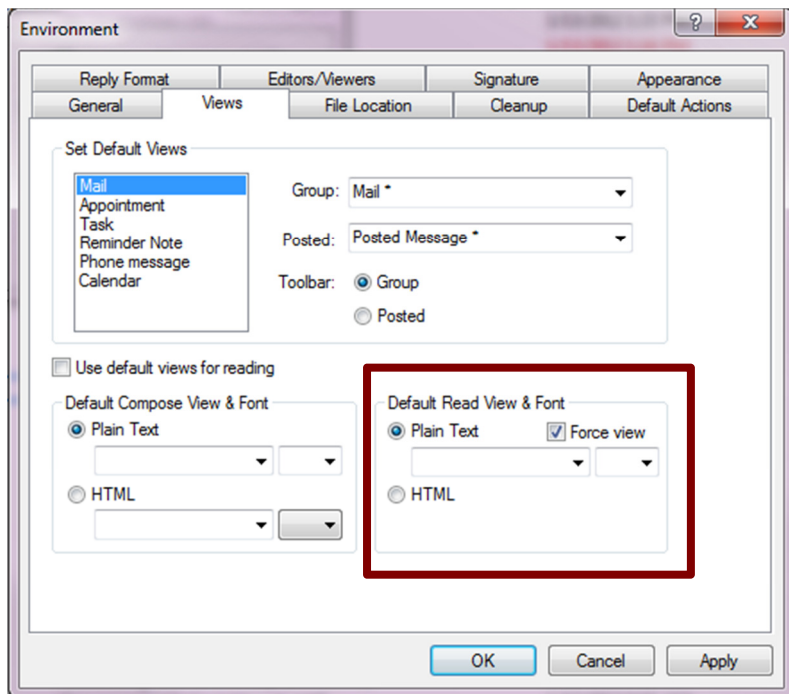
Select “**Plain Text**”

Check “**Force view**”

Click **OK**

Click **Close**

(on the “Options” window)



Close out of GroupWise.

Open GroupWise again. Begin backing up your e-mails.