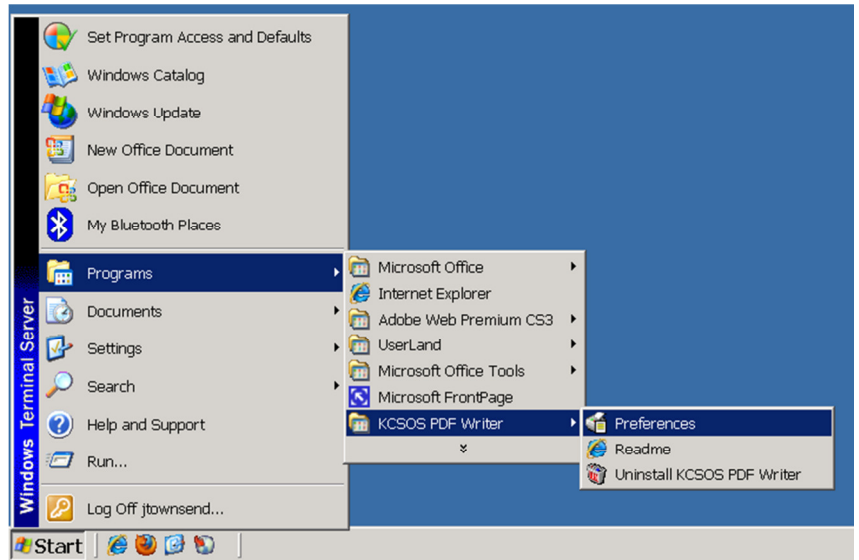


## Part 2: KCSOS PDF Writer – Configuration Instructions

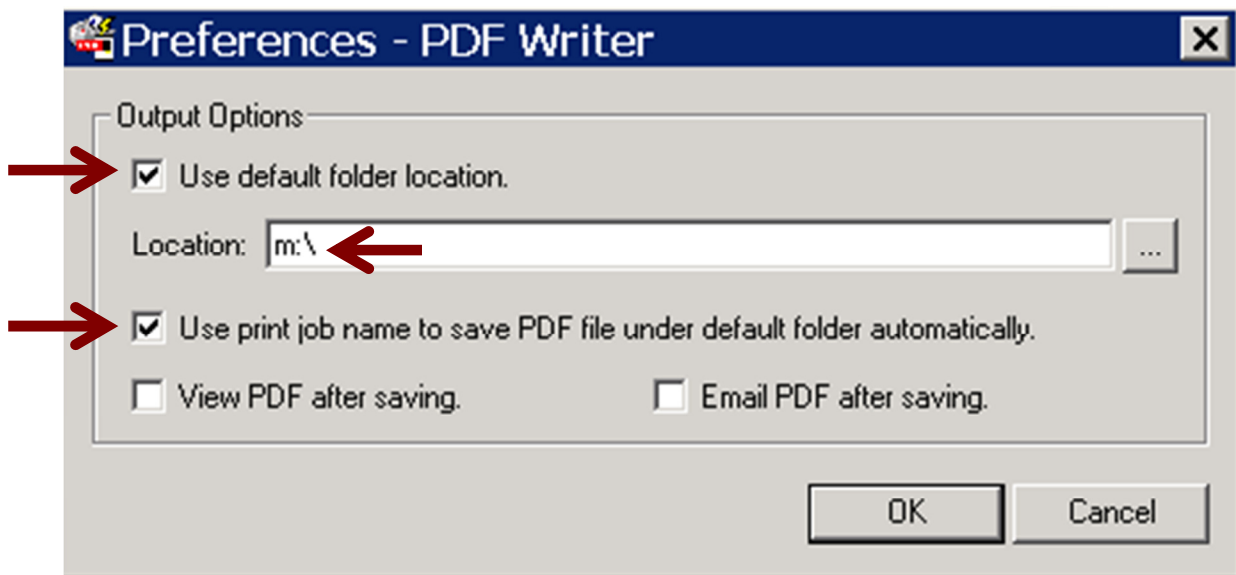
The settings below will save your e-mails to the correct location when converting them to a .pdf file.

Go to:

**Start / Programs /  
KCSOS PDF Wirter / Preferences**



The “*Preferences – PDF Writer*” window will appear.



➤ Check “**Use default folder location.**”

➤ In the “Location:” box, type exactly this: **m:\**

That is a **colon** and a **backslash** (not a semi-colon & not forward slash)

➤ Check “**Use print job name to save PDF file under default folder automatically.**”

➤ Click **OK**