Part 3: GroupWise - How to Save Your E-mails

Note: Before beginning these instructions, make sure you have <u>first</u> completed the instructions below:

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

"Part 2: KCSOS PDF Writer – Configuration Instructions"



Print ? X	The "Print" window will open
Printer Name: HP Color Laserjet 2605dn Properties Adobe PDF Status: Fax Type: HP Color Laserjet 2605dn KCSOS PDF Writer Where: Microsoft XPS Document Writer Comment: Send To OneNote 2010	Next to ' Name: ', click on the drop-down arrow Click on " KCSOS PDF Writer "
Items to print: PFT Spreadsheet Attachment: TEXT.htm Attachment: Copy of 2011PFTStudentDataTemplate.xls	Note: If you want to also save the attachment, on your keyboard, hold down the Ctrl button and click the attachment.
Print attachment with associated application Print Options Print Cancel Page Setup	Click Print