

PRINT A PDF FILE FROM AN EMAIL ATTACHMENT & FROM HHCONNECT RESIDENT WEBSITE

2/8/17

PDF refers to Portable Document Format. A PDF file is a reasonably accurate picture or representation of an electronic document, including all elements needed for display - text, fonts, and graphics. PDF files are easily shared with others regardless of the original application used to create the document. A PDF file cannot be edited.

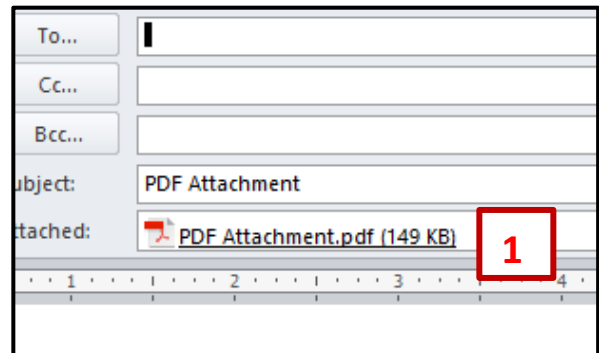


To print a PDF file, you must have a PDF reader installed on your computer. Adobe makes a free reader program that can be downloaded from their website.

If you prefer not to download a reader program, most browsers can open PDF files. Recommended browsers: **GOOGLE CHROME (PC)** and **APPLE SAFARI (MAC)**.

➤ DOCUMENTS ATTACHED TO AN EMAIL MESSAGE

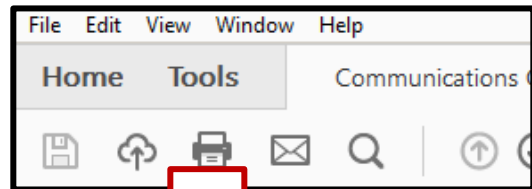
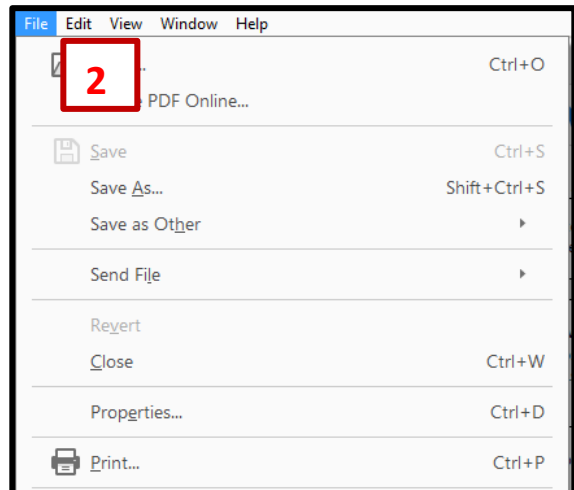
1. Click the PDF attachment to open the file in a PDF reader or browser window.



2. In the menu bar, click **FILE** and select **PRINT**.

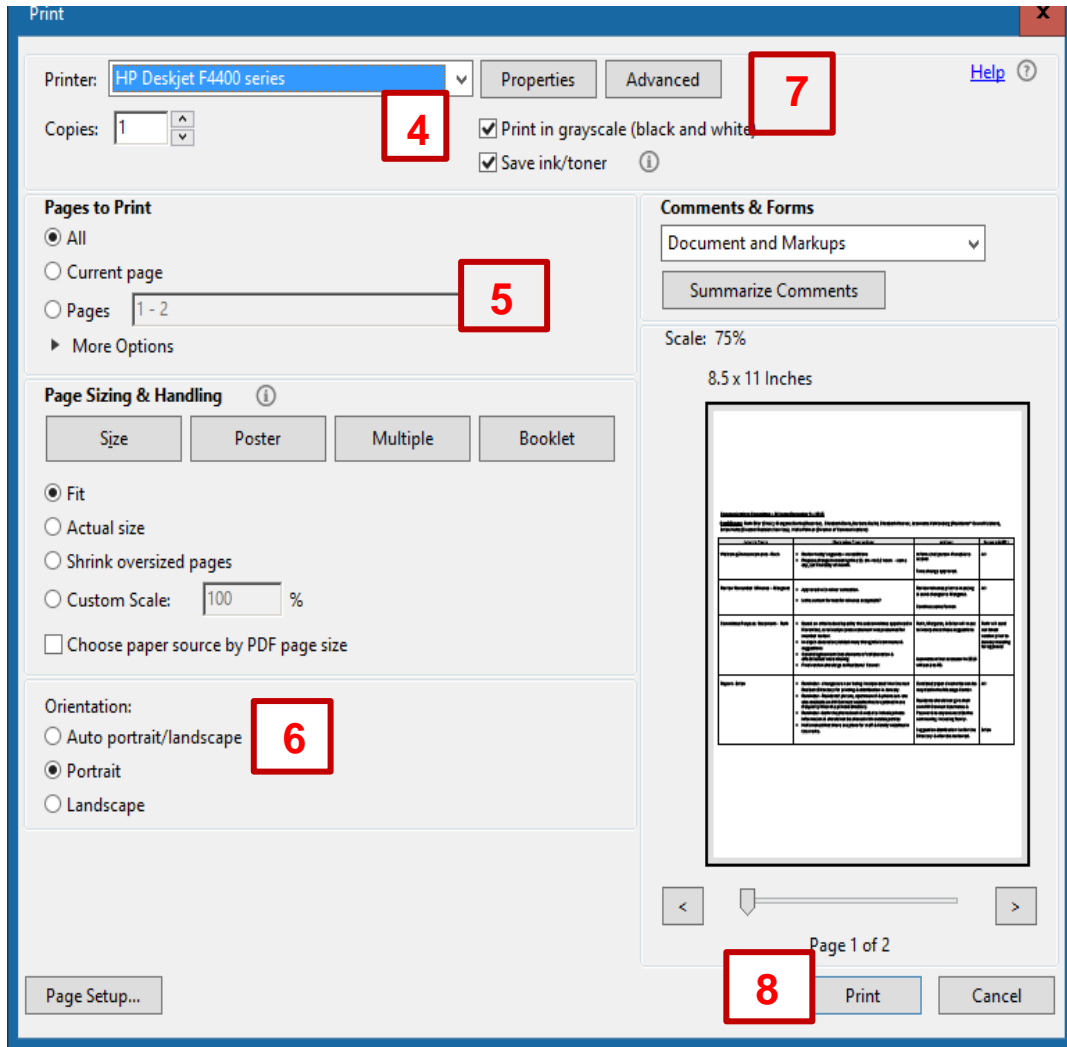
OR

3. Click the **PRINTER ICON**.



From the Print Menu

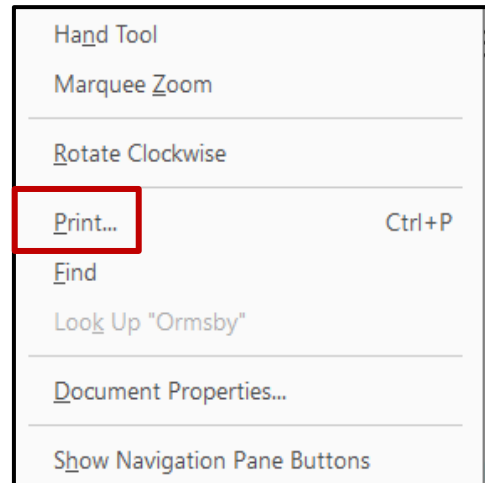
4. Select printer.
5. Set the print range.
6. Select orientation of document.
7. Select any other advanced options.
8. Print the document.



DOCUMENT POSTED ON HH CONNECT WEBSITE

Many links on the website open PDF documents that can be printed.

1. **RIGHT CLICK** on the PDF document to open a print menu.
2. Click **PRINT**



3. On the print screen - indicate printer, page range, or other preferences.

4. Click **APPLY**.

5. Click **PRINT**

