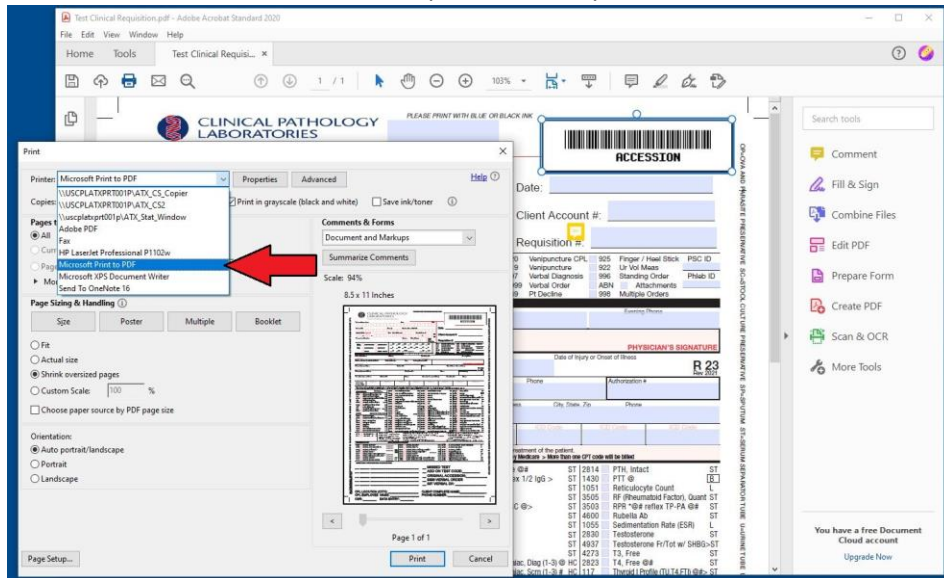


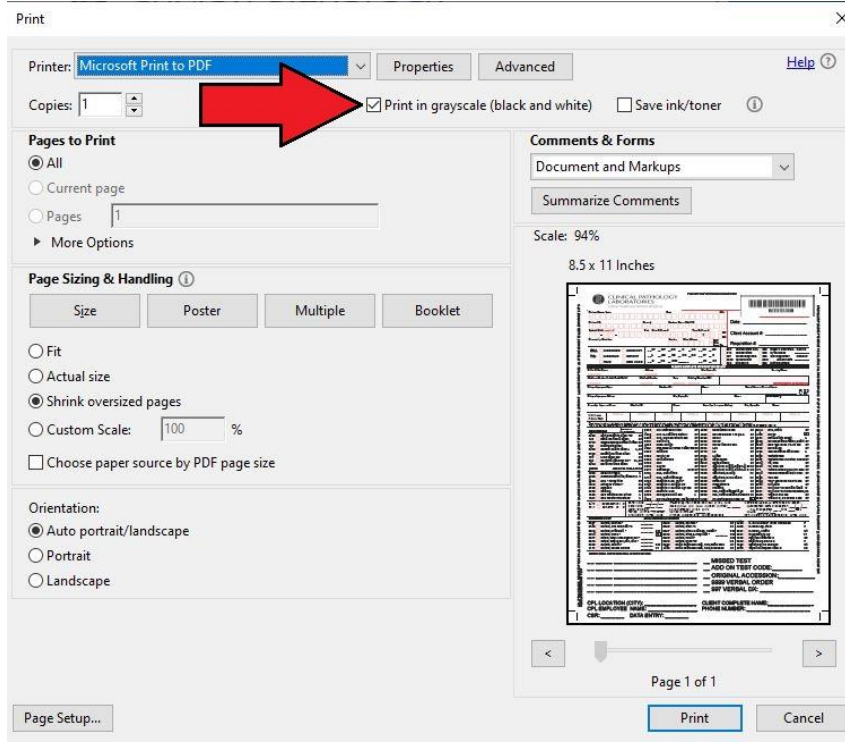
# How to Print to a Folder

The following steps are to be followed when a file is ready to be data-entered or sent to scanning.

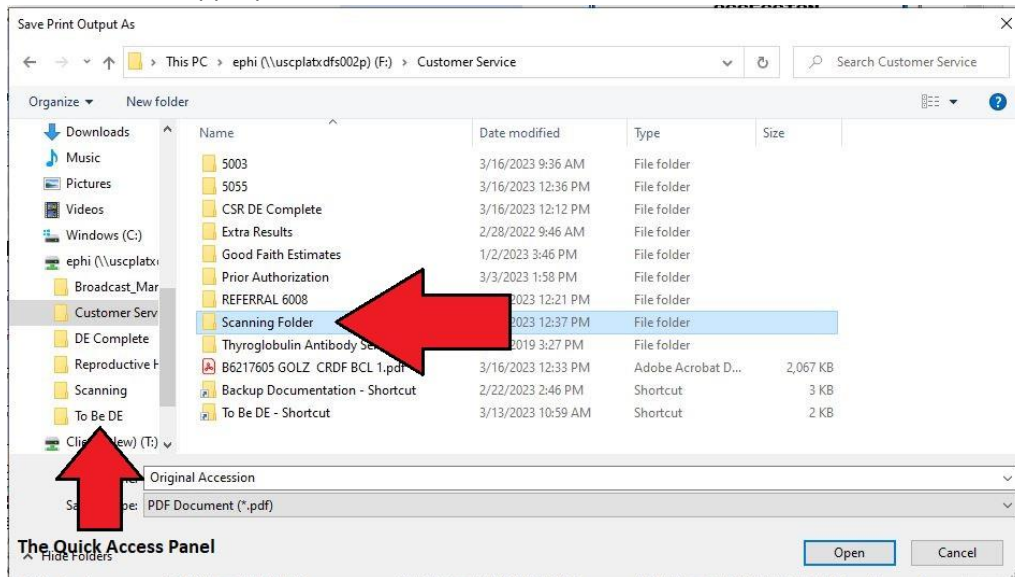
- Select Print and a printing preferences window will appear.
- Select the “Microsoft Print to PDF” printer in the printer selection window



- Make sure that the “Print in grayscale (black and white)” is selected



- When you print the document a save prompt will appear and save it with the original accession number in the appropriate folder.



TMI: The reason we have to print are due to limitations of technology. First part is that Scanning department cannot accept or scan images that are in color. The scanning department also doesn't use PDF files they manually convert them to the correct format for SCERIS. The second reason majority of our files are form filled formatted and during the conversion to get the correct format the fillable sections of the pdf gets erased or overwritten. The fillable fields needs to be locked before we can convert the file.