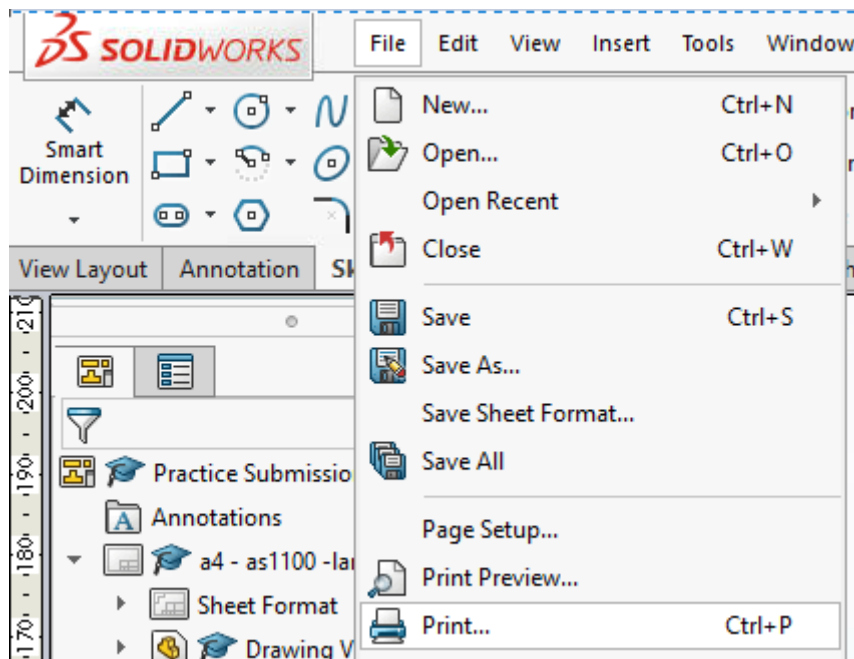
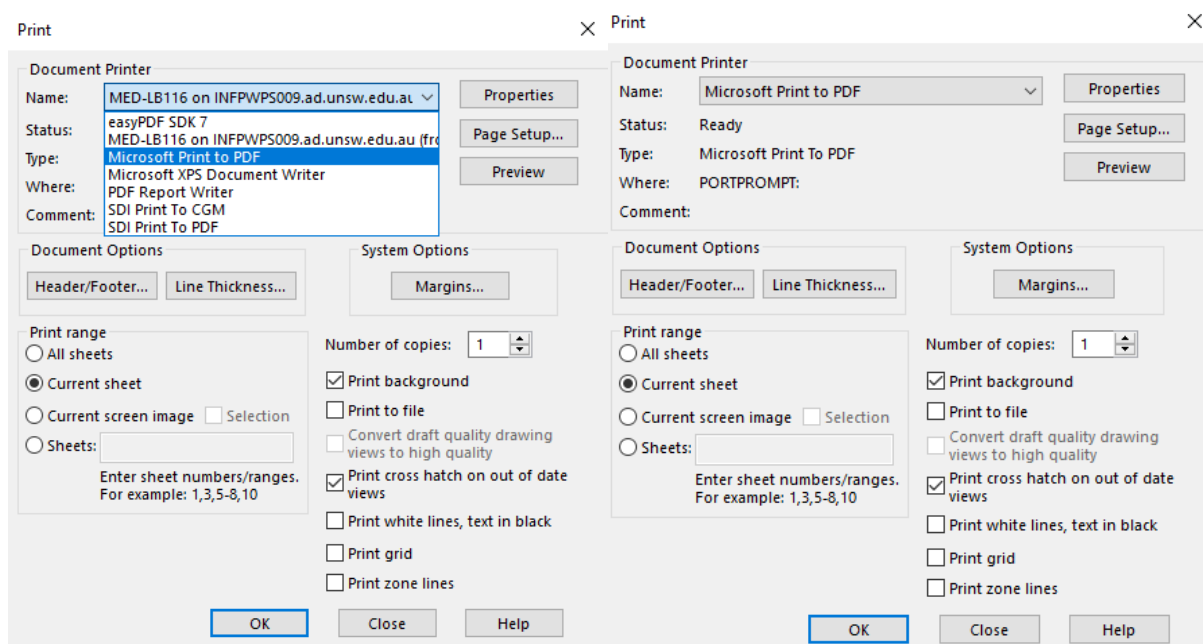


## How to save to a .PDF file via myAccess

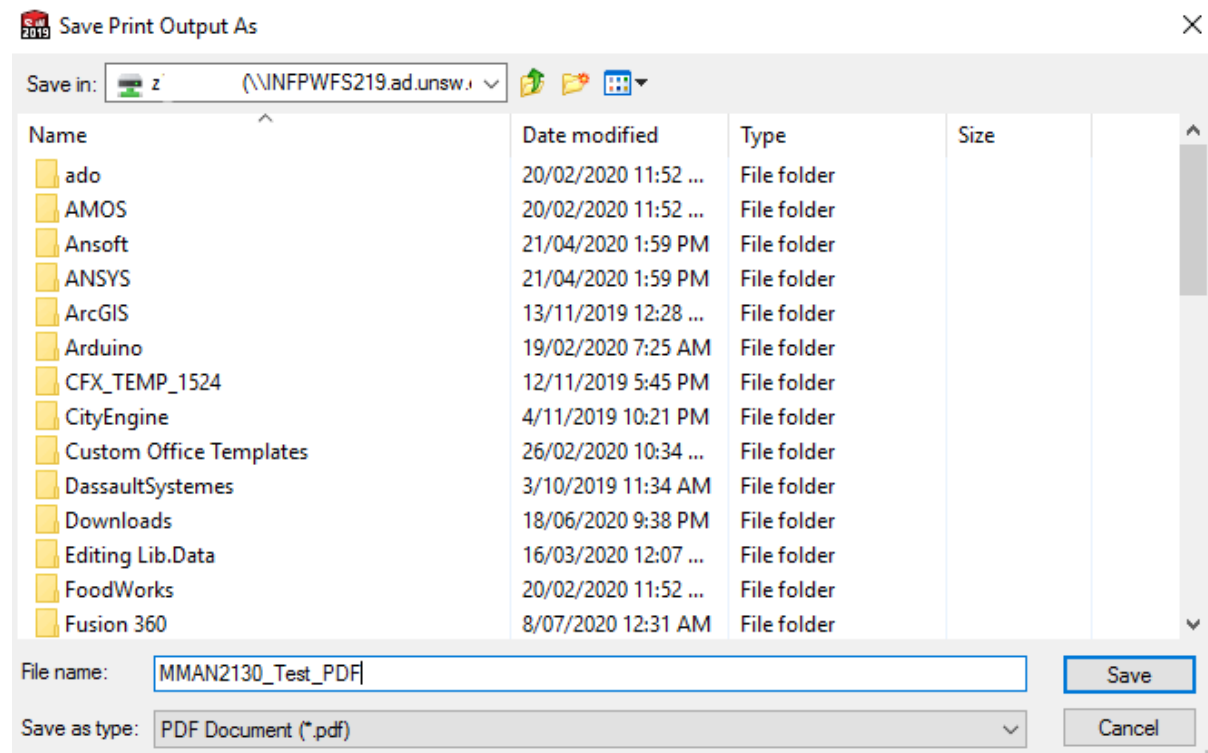
**Step 1.** Go to **Files** → **Print** on the top left of your Solidworks program.



**Step 2.** Next to the Name, select **Microsoft Print to PDF** from the drop-down list. Ensure the settings are the same as the image below.



**Step 3.** Click **OK** and wait for a pop-up on your screen. The following screen should be provided below, please ensure you **DO NOT** change the file type. Choose your file path, you can save it to either your student drive or locally on your computer. Then click **Save**.



**Step 4.** Please double check the correct drawing has file has been saved to your file location.

