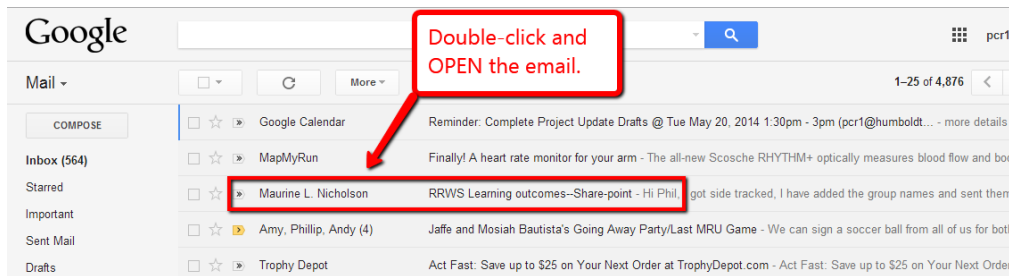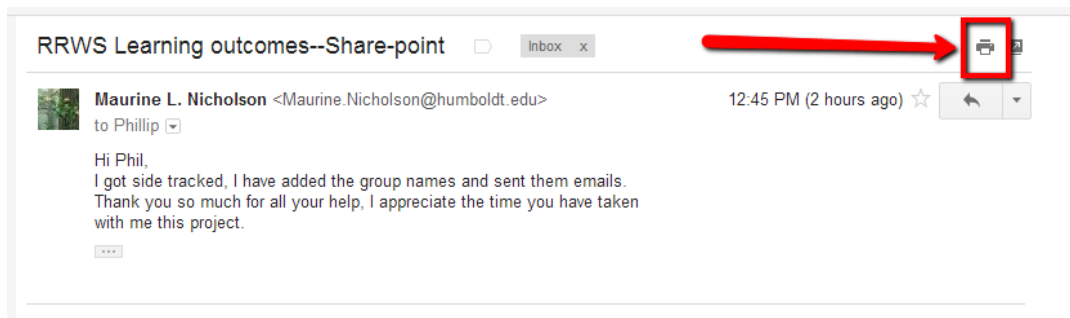# How to Save Gmail as a PDF Document

When you are logged in to the HSU portal and using Gmail, any emails that you wish to convert to PDF for filing can be done as follows:

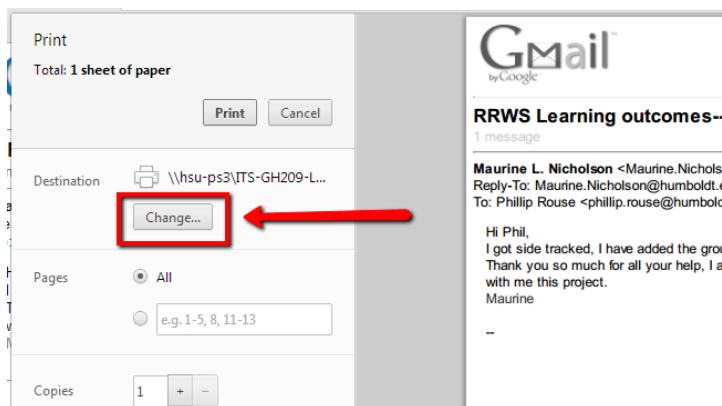## Open the email you wish to convert to PDF.

Find and click the Print icon.

You won't actually print the email, but this is how you access the menu to save the email as a PDF.
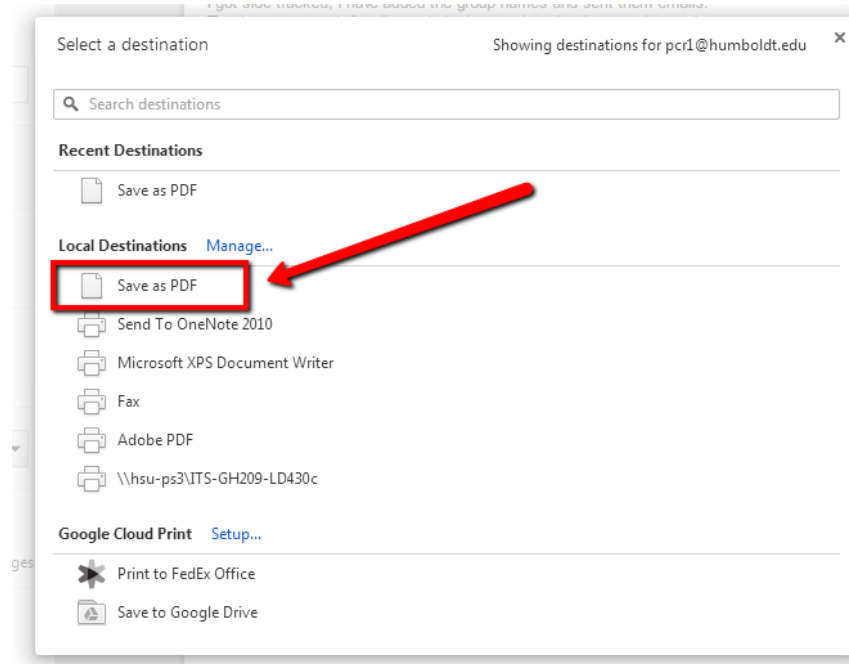

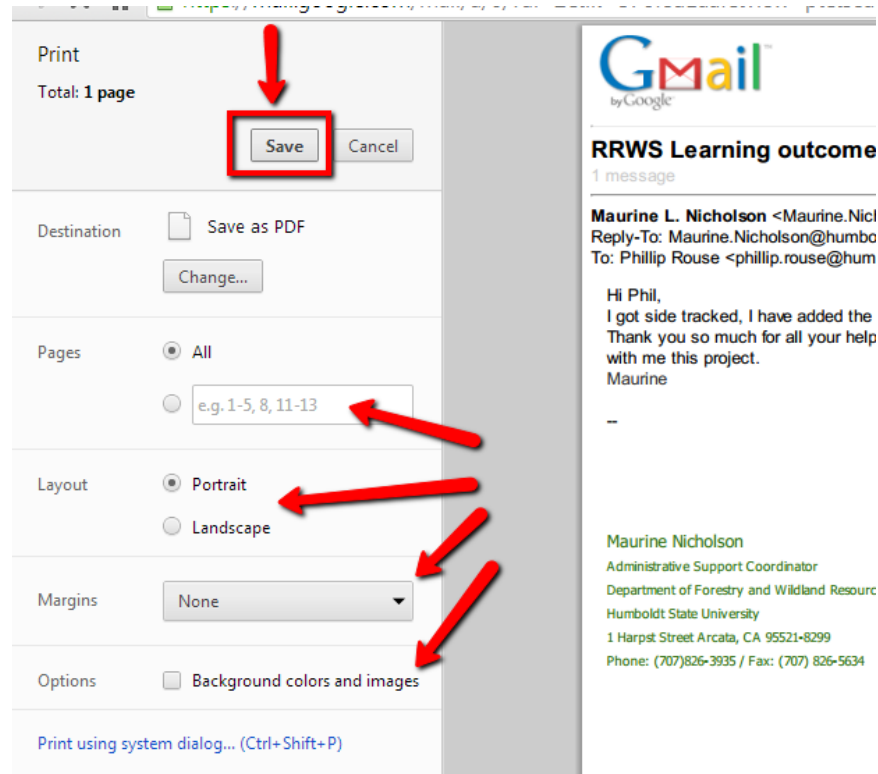## Change the "Destination" of the document from the dialogue menu.
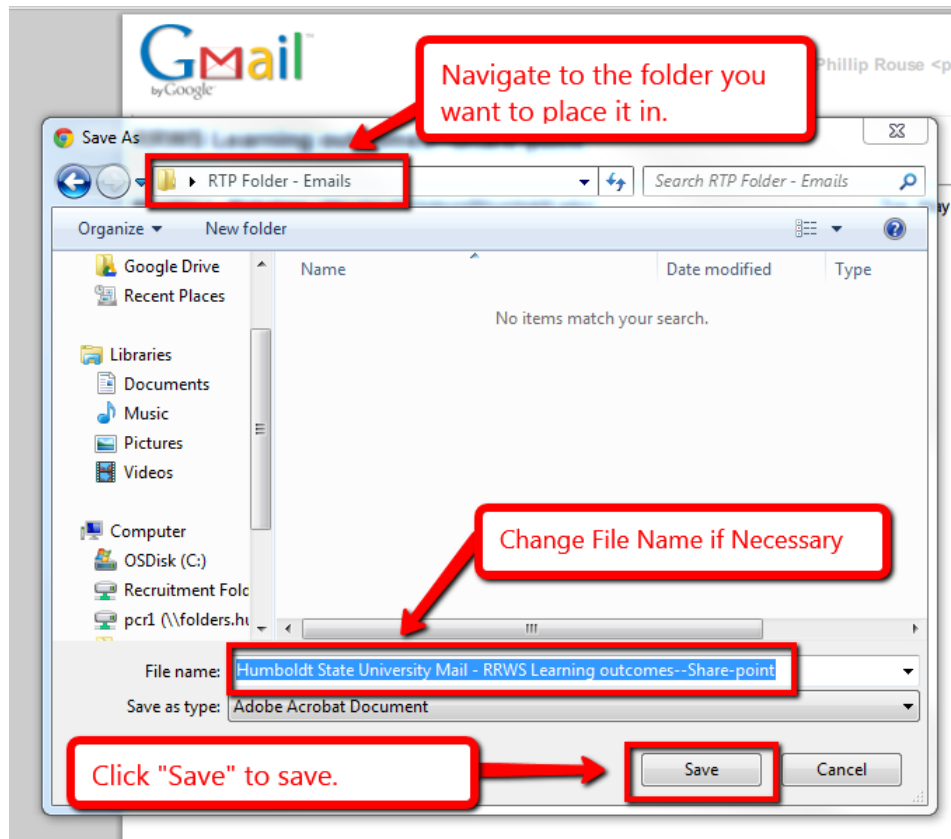
Click on the "Change" button as shown.

Select "Save as PDF" from the destination menu.

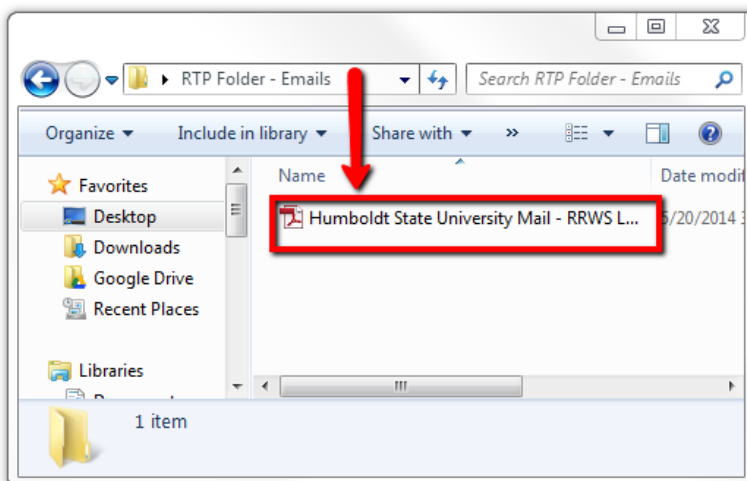## Confirm the change of destination, adjust options (pages, layout, margins, etc…) then click the "Save" button.

Your computer file directories are now visible in the "Save As" dialogue box. Select the file location by navigating to the desired folder, change the name of the document if needed, then click the "Save" button.

The PDF is now placed in the selected folder and can be shared or uploaded.

A Simple PDF File

This is a small demonstration .pdf file -

just for use in the Virtual Mechanics tutorials. More text. And more
text. And more text. And more text. And more text.

And more text. And more text. And more text. And more text. And more
text. And more text. Boring, zzzzz. And more text. And more text. And
more text. And more text. And more text. And more text. And more text.
And more text. And more text.

And more text. And more text. And more text. And more text. And more
text. And more text. And more text. Even more.

Simple PDF File 2

...continued from page 1. Yet more text. And more text. And more text. And more text. And more text. And more text. And more text. And more text. Oh, how boring typing this stuff. But not as boring as watching paint dry. And more text. And more text. And more text. And more text. Boring. More, a little more text. The end, and just as well.

This is a test PDF document.
If you can read this, you have Adobe Acrobat Reader installed on your computer.