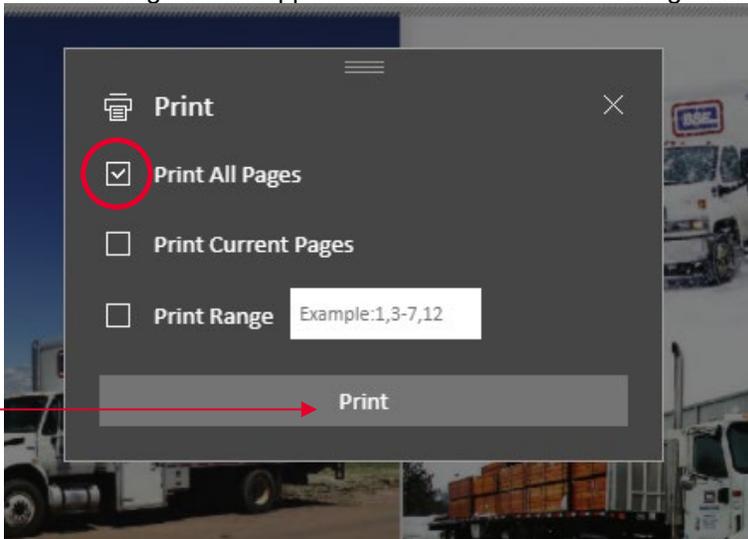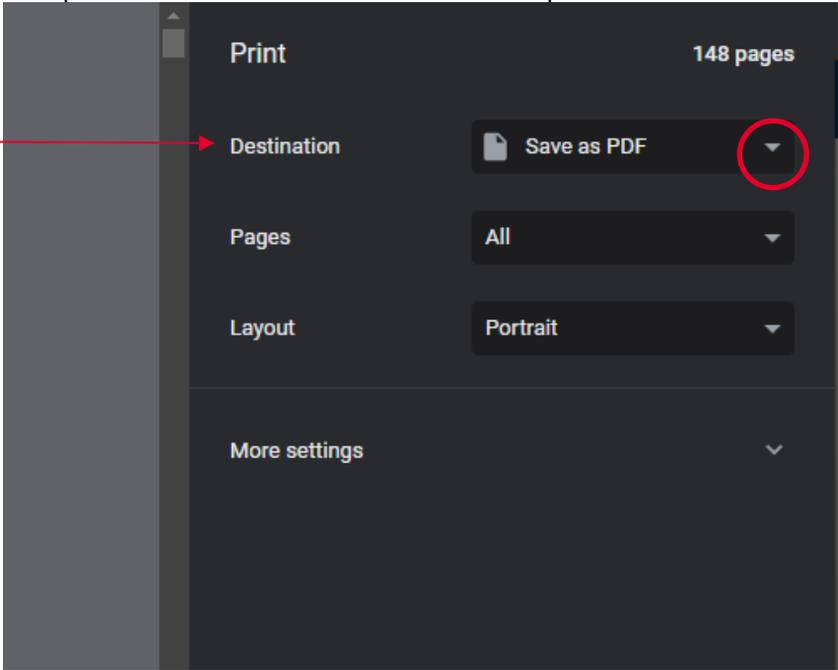# How to save a digital copy to your computer

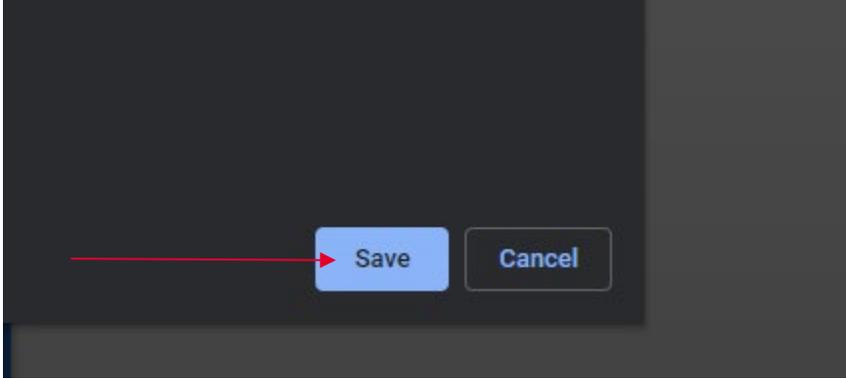In the bottom right-hand corner, click on the Print icon.

A Print dialog box will appear. Make sure the Print All Pages box is selected and then click Print.

Once you have clicked Print, the Print menu will appear. On the right-hand side of the Print menu, there is a drop-down next to Destination. Click the drop-down and select Save as PDF.

Once you have the destination set to Save as PDF, click the Save button at the bottom of the Print menu.

Lastly, select the location where you want to save the digital file.