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.

Google		Double-click and
Mail -	C More *	OPEN the email.
COMPOSE	📄 📩 💌 Google Calendar	Reminder: Complete Project Update Drafts @ Tue May 20, 2014 1:30pm - 3pm (pcr1@humboldt more details
Inbox (564)	🗌 📩 💌 MapMyRun	Finally! A heart rate monitor for your arm - The all-new Scosche RHYTHM+ optically measures blood flow and boc
Starred	🗌 📩 💌 Maurine L. Nicholson	RRWS Learning outcomesShare-point - Hi Phil, got side tracked, I have added the group names and sent them
Important Sent Mail	🗌 📩 🕥 Amy, Phillip, Andy (4)	Jaffe and Mosiah Bautista's Going Away Party/Last MRU Game - We can sign a soccer ball from all of us for both
Drafts	🗌 📩 💌 Trophy Depot	Act Fast: Save up to \$25 on Your Next Order at TrophyDepot.com - Act Fast: Save up to \$25 on Your Next Order

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.



	showing destinations for perturbulation
Q Search destinations	
Recent Destinations	
Save as PDF	
Local Destinations Manage	
Save as PDF	
Send To OneNote 2010	
Microsoft XPS Document Writer	
Fax	
Adobe PDF	
\\hsu-ps3\ITS-GH209-LD430c	
Google Cloud Print Setup	
丼 Print to FedEx Office	
Save to Google Drive	

Select "Save as PDF" from the destination menu.

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

Print Total: 1 page	Save	RRWS Learning outcome
Destination	Change	Maurine L. Nicholson <maurine.nich Reply-To: Maurine.Nicholson@humbo To: Phillip Rouse <phillip.rouse@hum Hi Phil,</phillip.rouse@hum </maurine.nich
Pages	 All e.g. 1-5, 8, 11-13 	I got side tracked, I have added the Thank you so much for all your help with me this project. Maurine
Layout	 Portrait Landscape 	Maurine Nicholson
Margins	None	Administrative Support Coordinator Department of Forestry and Wildland Resourc Humboldt State University 1 Harpst Street Arcata, CA 95521-8299
Options	Background colors and images	Phone: (707)826-3935 / Fax: (707) 826-5634
Print using syst	tem dialog (Ctrl+Shift+P)	

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.

Jeogle.	Navigate to the folder you want to place it in.
Save As	 ✓ 4→ Search RTP Folder - Emails
Organize 🔻 New folder	- III - ®
Le Google Drive Name	Date modified Type
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File name: Humboldt State Univ Save as type: Adobe Acrobat Docu	ersity Mail - RRWS Learning outcomesShare-point

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

