

SAVING AN EMAIL AS A PDF



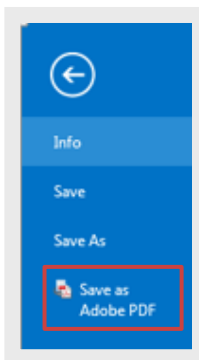
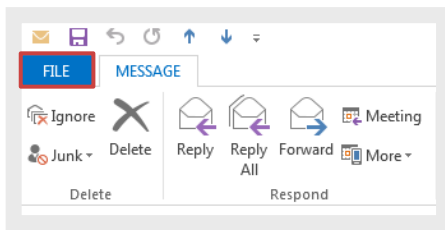
Emails are required to be in a PDF format to attach in Workday.

This job aid will provide step-by-step instructions on how to save an email as a PDF document for Adobe Acrobat Pro and Acrobat Reader users.

ADOBE ACROBAT PROFESSIONAL

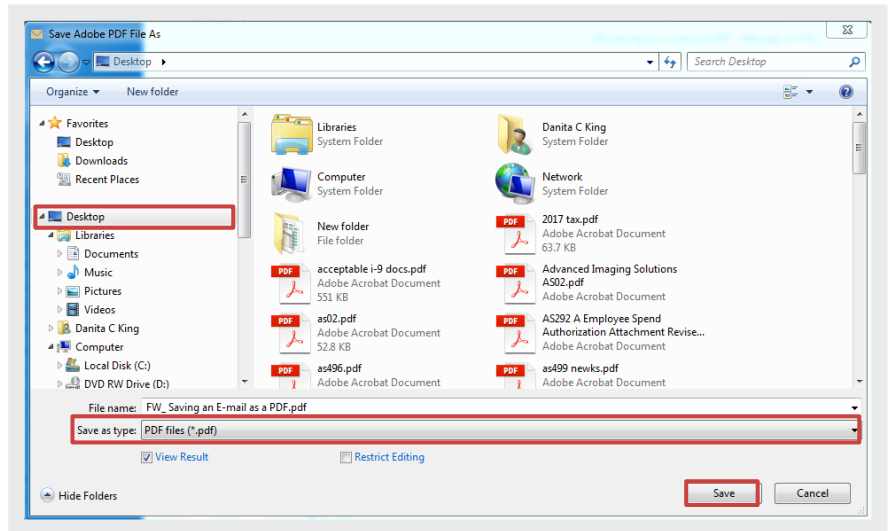
From the Email:

1. Click on **FILE** then select **Save as Adobe PDF**.



2. A new dialog box opens saving the document as **Save As type: PDF files (*.pdf)**. If applicable, change the location where the document should be saved. In this example, **Desktop** was selected.

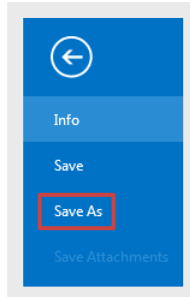
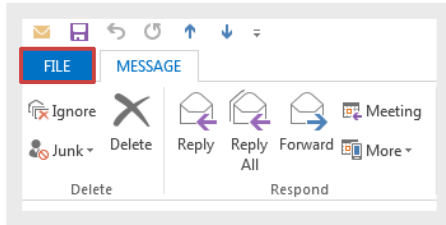
3. Click **Save**.



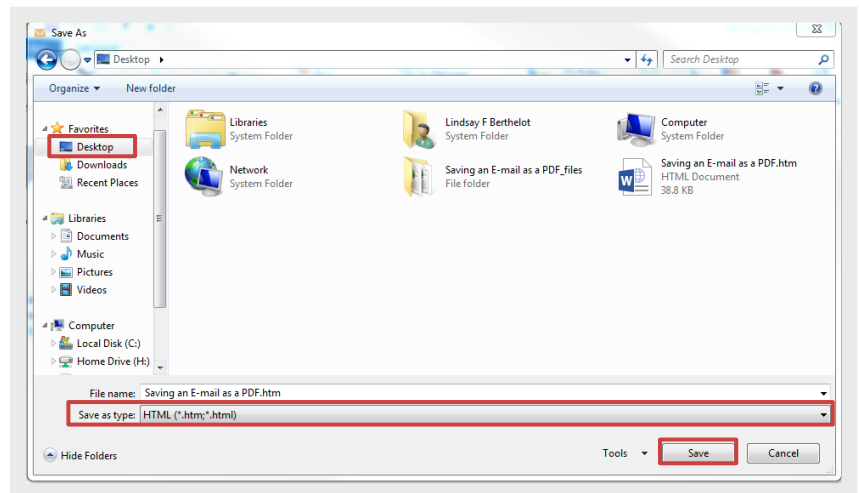
ADOBE ACROBAT READER

From the Email:

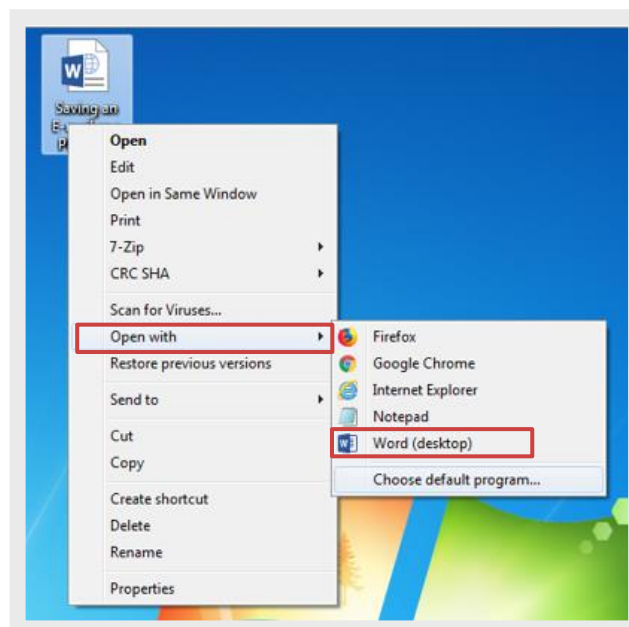
1. Click on **FILE** then select **Save As**.



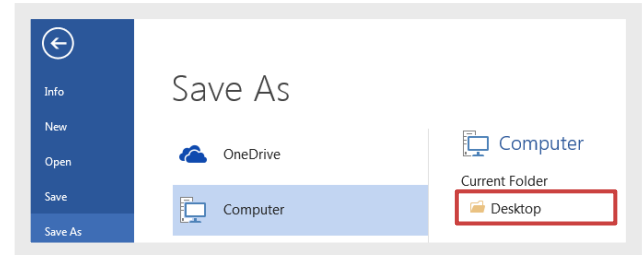
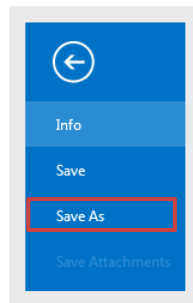
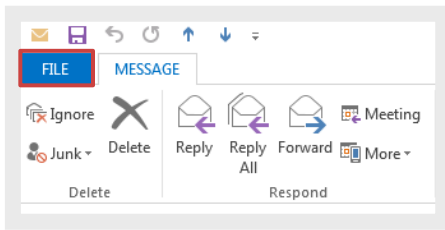
2. A new dialog box opens. Change the **Save as type** to **HTML** format. Then, if applicable, change the location where the document should be saved. In this example, **Desktop** was selected.
3. Click **Save**.



4. Next, open the HTML document in Word. **Right click** on the document then select **Open with > Word (desktop)**.



5. Save the Word document as a PDF. Select **File** then select **Save As** then select the appropriate location to save the document. In this example, **Desktop** was selected.



6. A new dialog box opens. Change the **Save as type** to **PDF (*.pdf)**.
7. Click **Save**.

