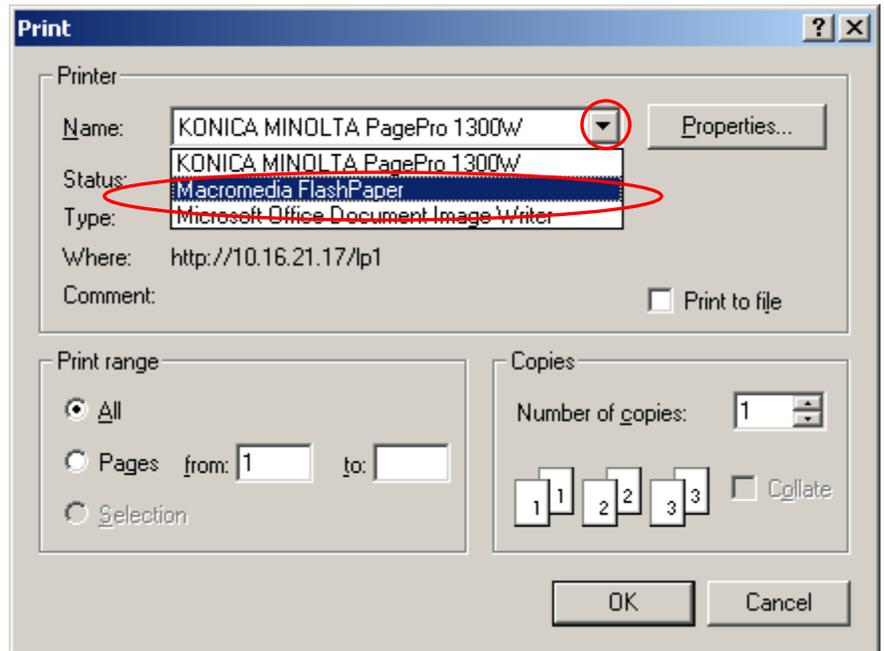


## Flash Paper: “Printing” Documents Into PDF Format

Anything you can print, can be converted into a PDF document with *Macromedia FlashPaper*. This utility appears in your *Printers* folder as if it were a real printer. This is a very handy tool to have if you want to e-mail progress reports home to parents.

1. Simply “print” whatever you need to print. Please note that with any Microsoft product, if you click on the quick print icon , it will immediately print to your default printer and you will not have the option to use FlashPaper as the printer.
2. You should see a pop-up window similar to the one on the right.
3. Click on the down arrow for the printer drop-down list.
4. Select *Macromedia FlashPaper*.
5. Click *OK*



6. Click on the *Save as PDF* option.
7. Make a note of the name and location so that you can find it later.

