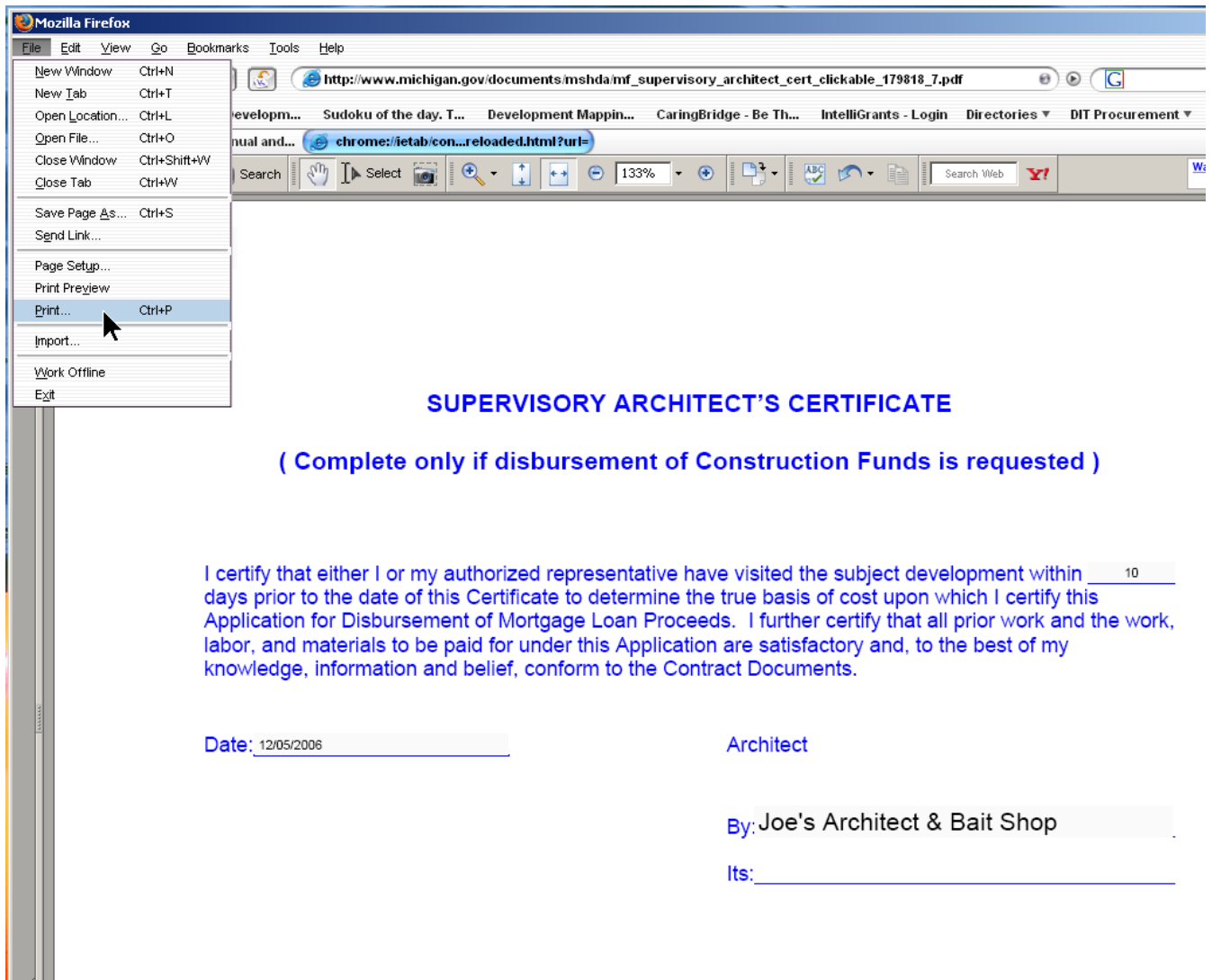


HOW TO SAVE A FILLED IN PDF FORM USING THE PRINT COMMAND

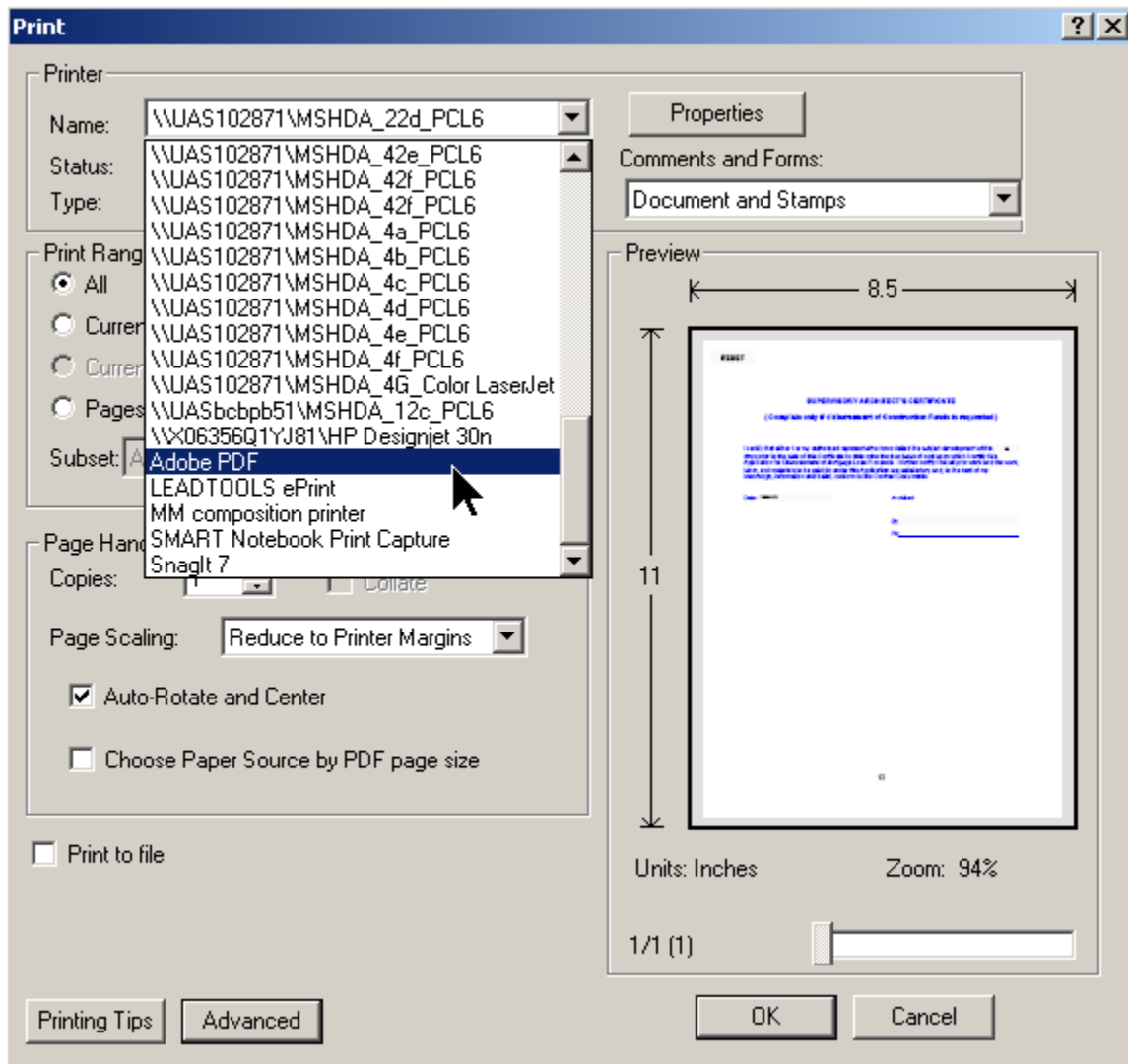
If you want to save one of the construction forms after you have filled it out, try “printing” it to a PDF file using the Adobe PDF or similar printer driver. If you don’t have one installed, talk to your IT department. Follow these steps and you should be able to keep electronic copies of all of your submitted forms.

After filling in the form, use the File/Print command just like you were going to print it to paper.

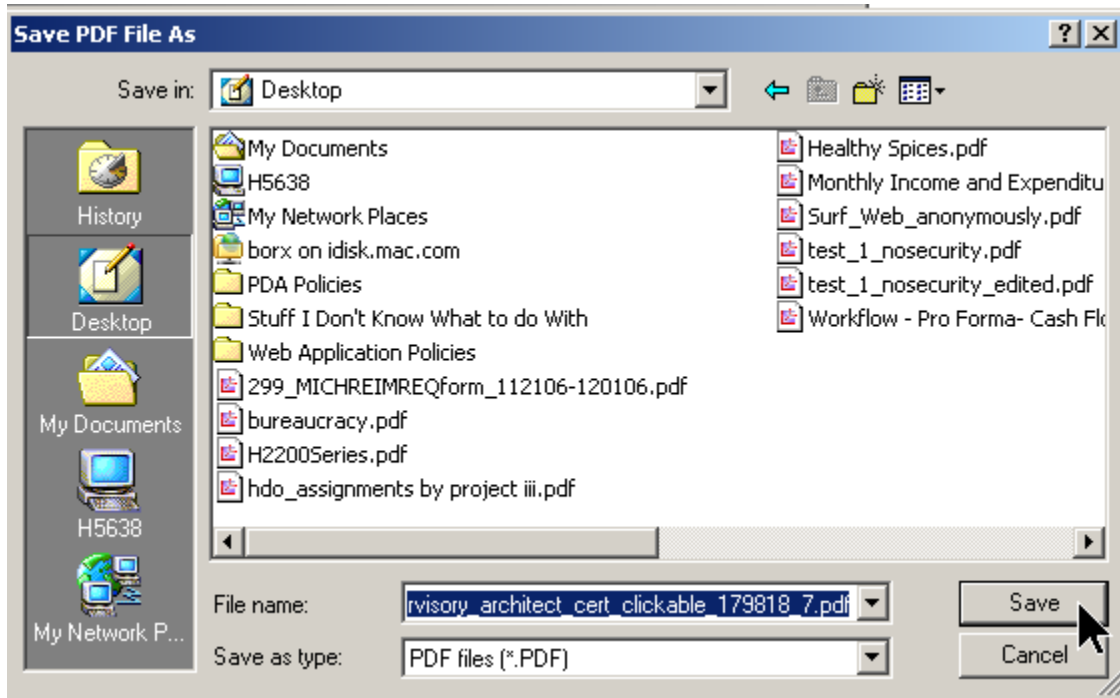


Next, choose [Adobe PDF](#)^{*} or some other PDF printer driver like [CutePDF](#)^{*} from the printers list.

^{*} MSHDA does not endorse either Adobe or CutePDF. These links are provided for informational purposes only.



Click "OK". In the resulting dialog box, pick a place that you will easily remember to save the document.



That's all there is to it! You now have a copy of your document with all the fields filled in.