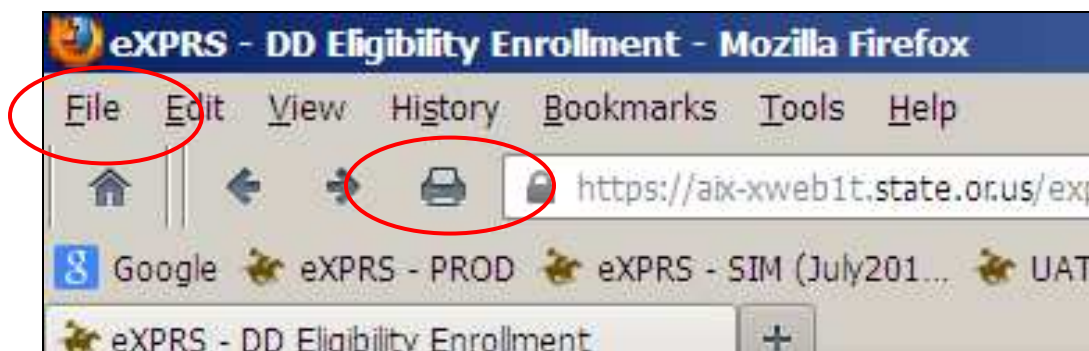


How to print an eXPRS page or screen information to save as a PDF document file.

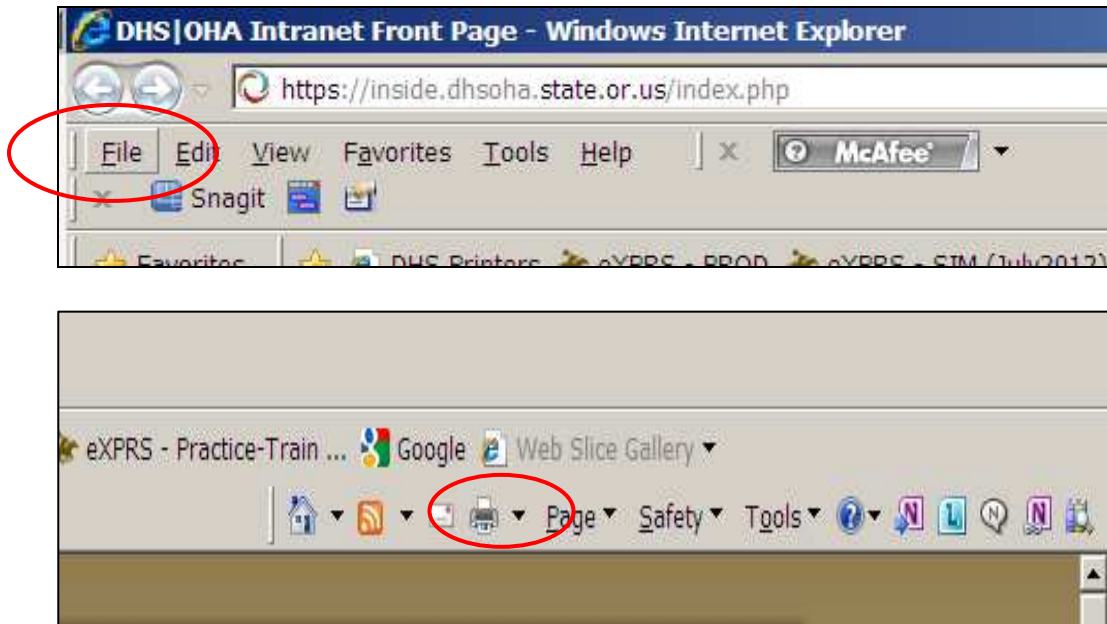
Often, users need to save information contained in a page or screen in eXPRS as a document for their client files or as information to send to another party (such as a Brokerage as part of a service referral packet). This is one method to print the eXPRS page or screen information to save it as a PDF document file.

1. Log into eXPRS.
2. Go to and open the page or screen you wish to save as a PDF document file. For this example, we'll use a DD Eligibility Enrollment (0337) Record for a client in eXPRS.
3. From the top menu bar of your browser, click **FILE**, then **PRINT**. Or find the print icon button in your browser menu and click that (it may not be in the same place as below, so you may have to look for it).

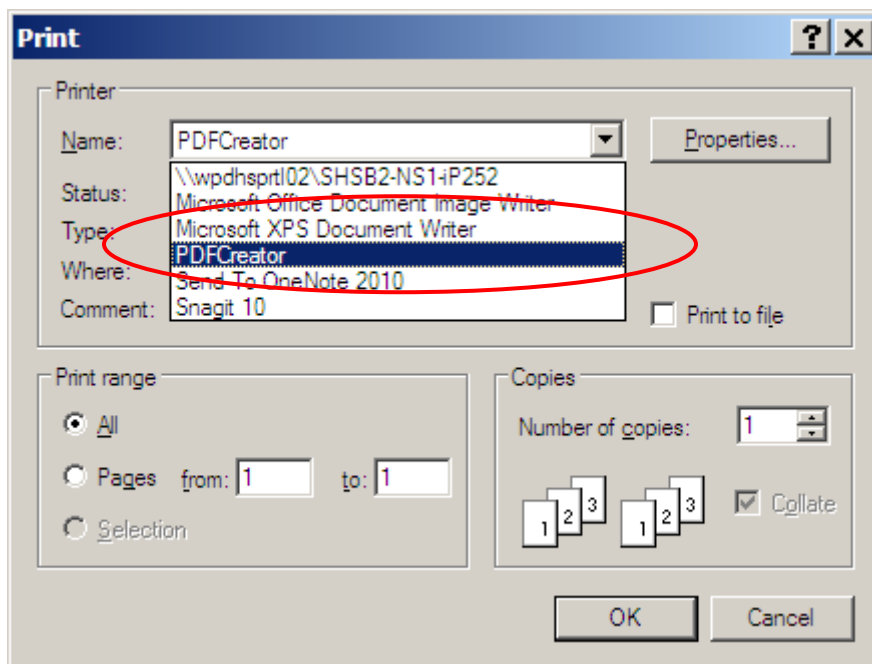
Using **FIREFOX**:



Using *Internet Explorer*:



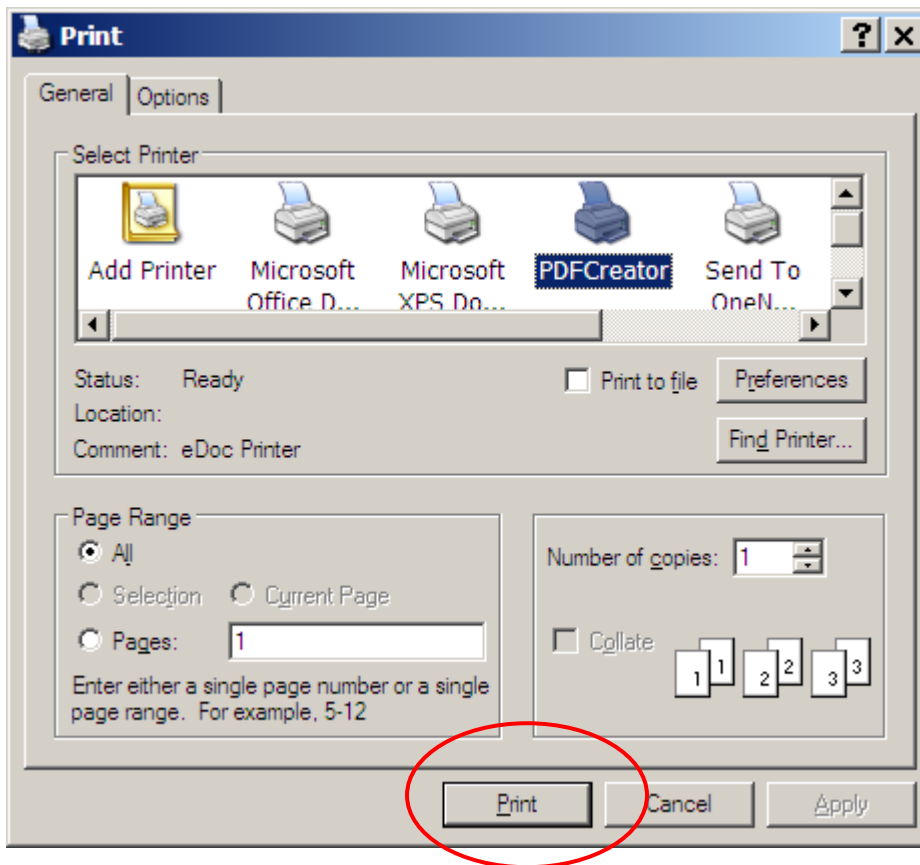
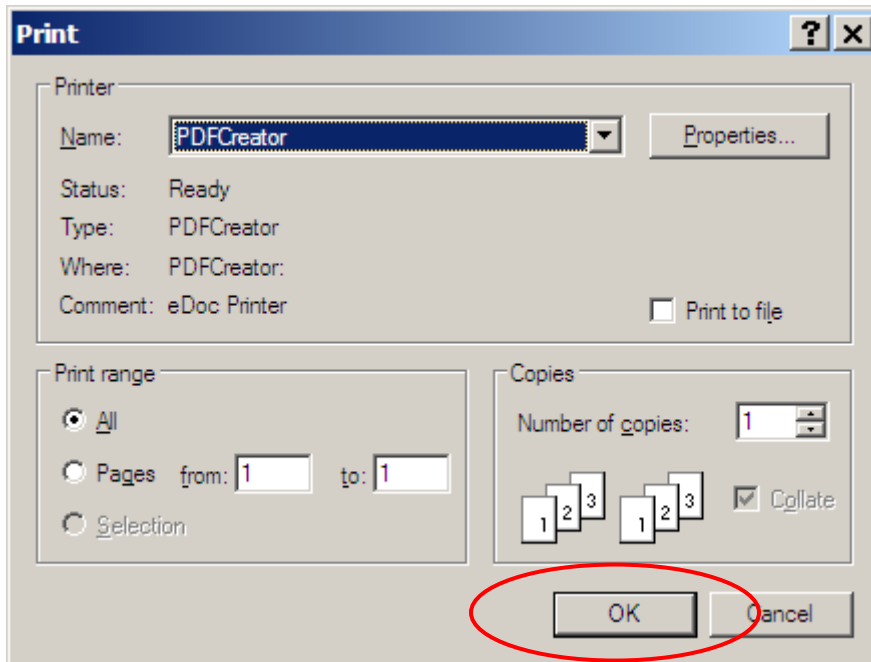
4. Once clicked, a small **Print** menu should pop up (it should look similar to one of the examples below). In the printer **Name** or **Select Printer** area and look for and then click on the option "**PDFCreator**".





NOTE: If you don't have a PDFCreator option in your PRINTER menu, there are freeware programs available on the internet that you can download and install to enable you to create PDF documents via the print function.

5. With that option selected, click **OK** or **PRINT**.



- The print process will run and you will get a PDF window allowing you to **NAME** and **SAVE** your PDF document to a location or file folder on your computer. Feel free to change the document name to anything you wish, then click **SAVE**.

PDFCreator 0.9.1

Document Title:
eXPRS - DD Eligibility Enrollment

Creation Date:
20130110153256 Now

Modify Date:
20130110153256 Now

Author:

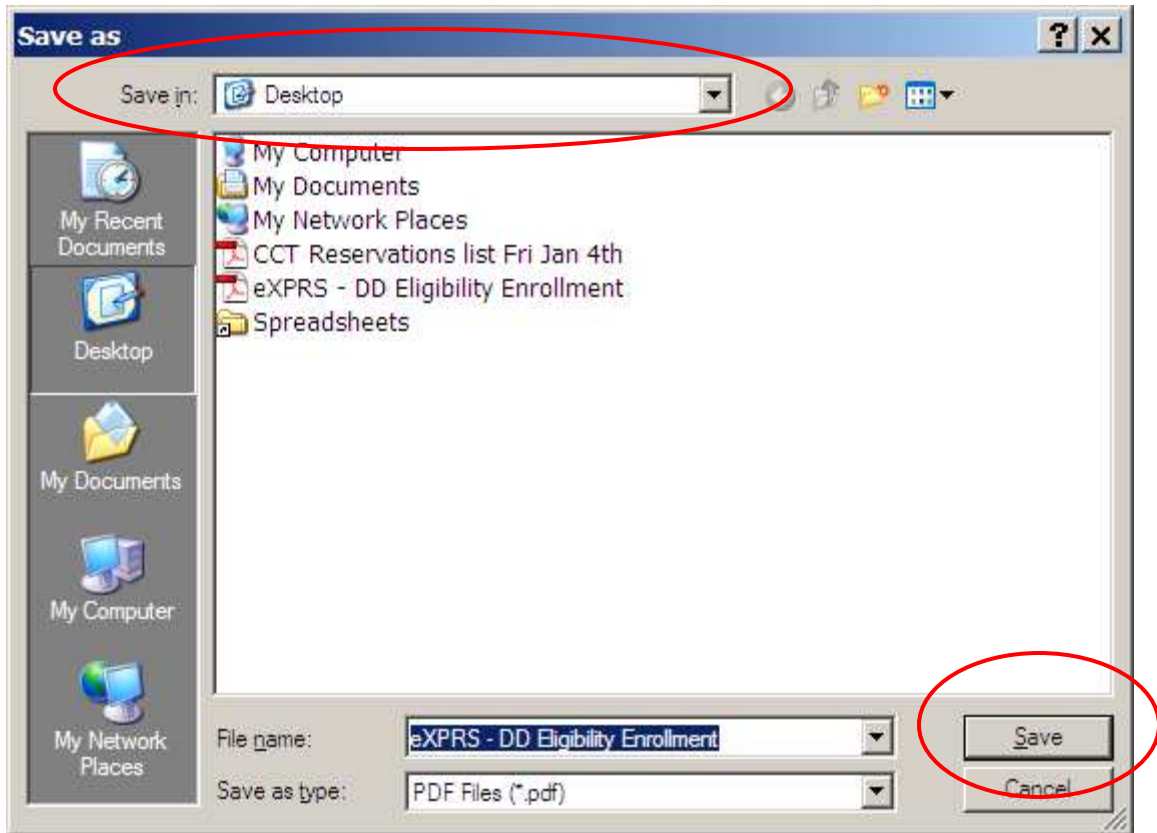
Subject:

Keywords:

After saving, open the document with the default program.

Cancel Waiting Options eMail Save

- This will open a new, smaller window so you can pick the location (eg: file or folder, or network drive) to save your PDF document. Select the location you wish to save your document by browsing in the **SAVE IN** window. With that location selected, click **SAVE**.



8. When you click save, Adobe will automatically open the document for you. Your document is now saved. You can print it now or later. You are also able to forward it to another party (such as the Brokerage) as needed.