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UNIVERSITY OF CONNECTICUT



Printing the Travel WebForm to a PDF

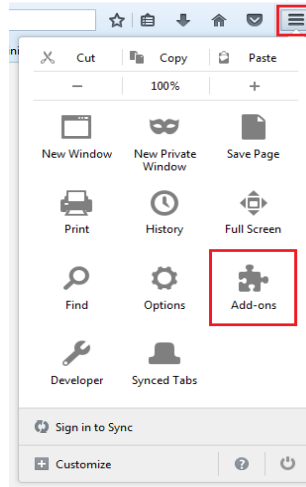
Accounts Payable

2017

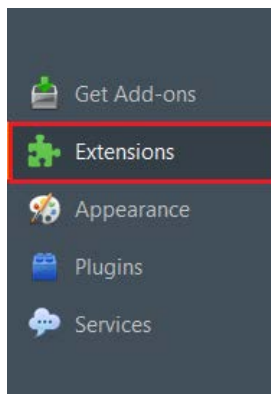
eDoc/Process	Page
Mozilla Firefox	3-5
Internet Explorer	6-8
Google Chrome	9-10

Printing the Travel WebForm to a PDF - Mozilla Firefox

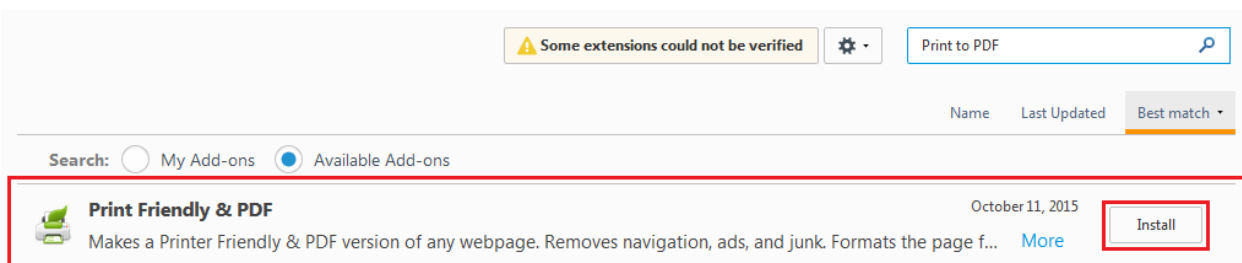
1. In a Mozilla Firefox browser and select Add-ons.



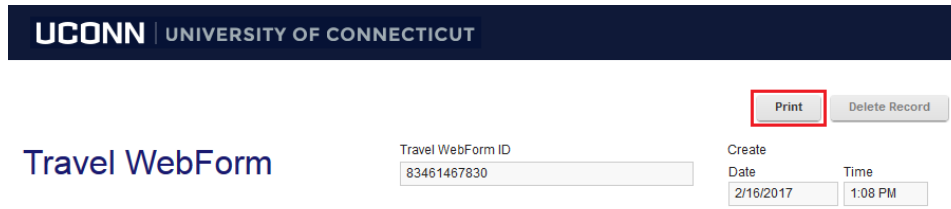
2. In Add-ons, select the Extensions Tab, then search "Print to PDF".



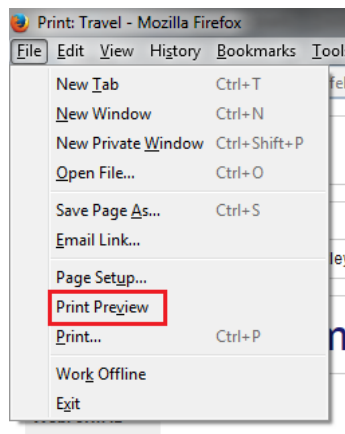
3. Find the appropriate add-on and select install. Once installed, restart Firefox.



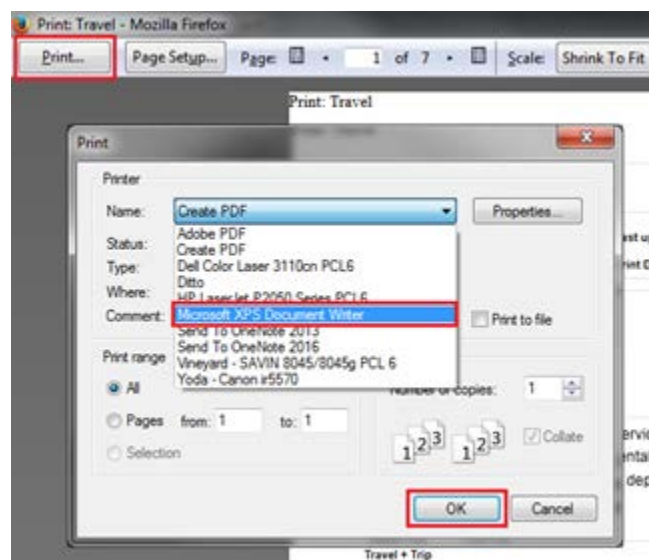
4. Open the Travel WebForm and select "Print".



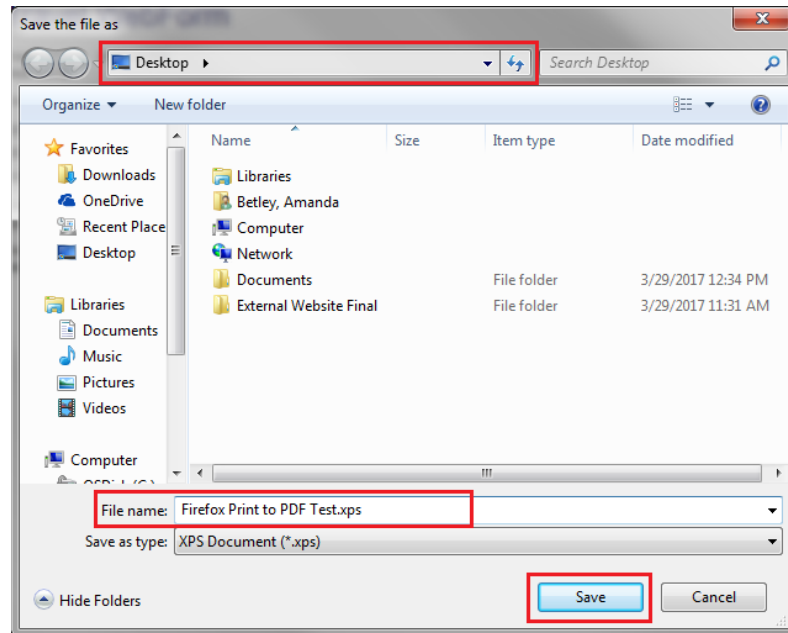
5. Select "File" then "Print Preview".



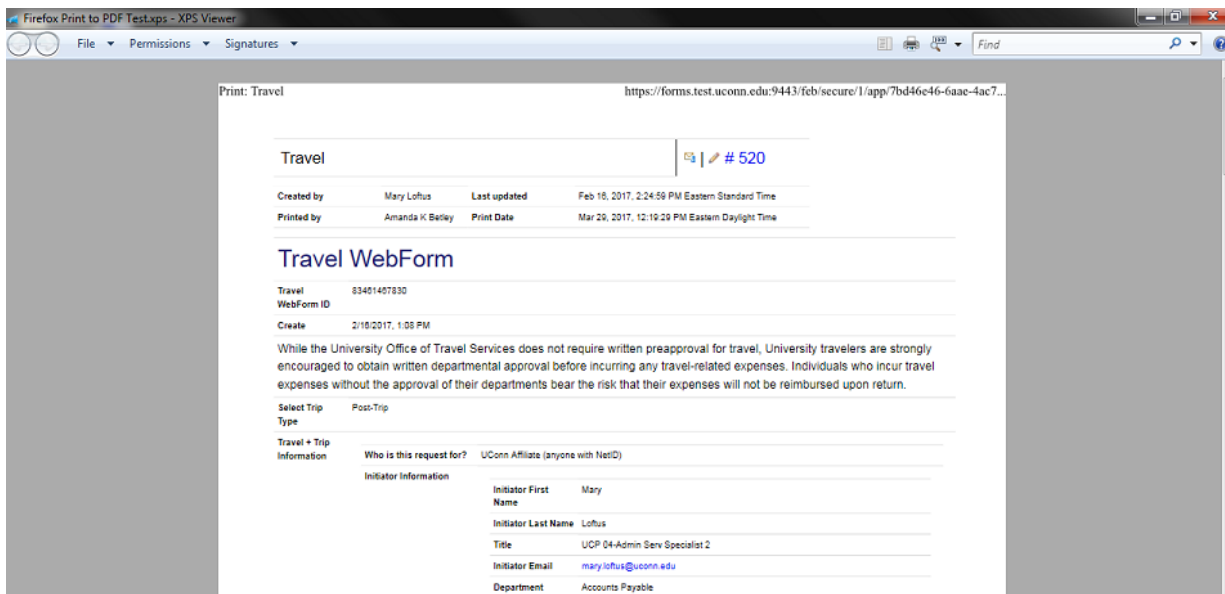
6. Select "Print", change the printer name to "Microsoft XPS Document Writer", and select OK.



7. A new window will pop up. Select a location to save the document in and rename the PDF, then save.

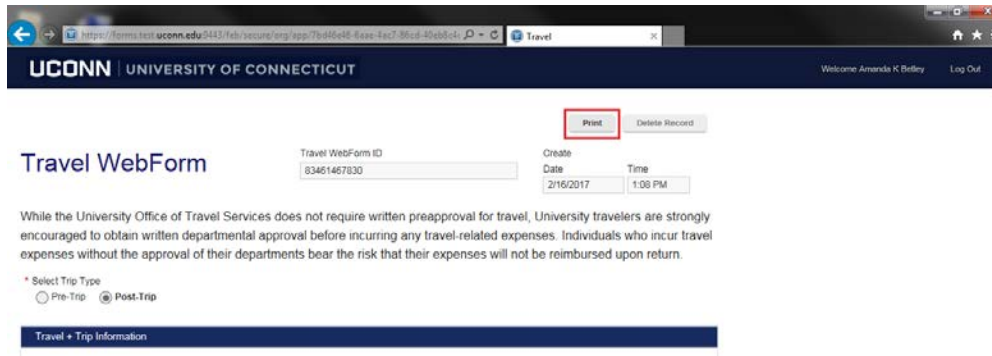


8. This version of the Travel WebForm can now be attached within KFS.

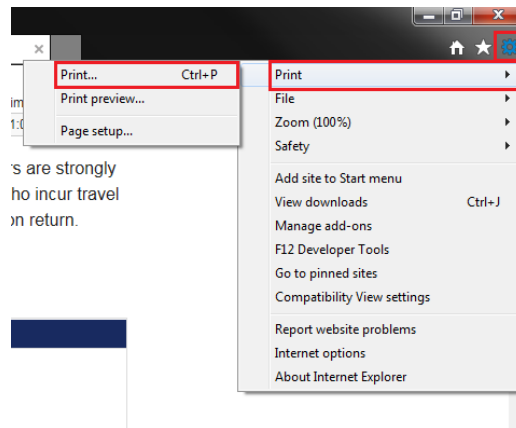


Printing the Travel WebForm to a PDF – Internet Explorer

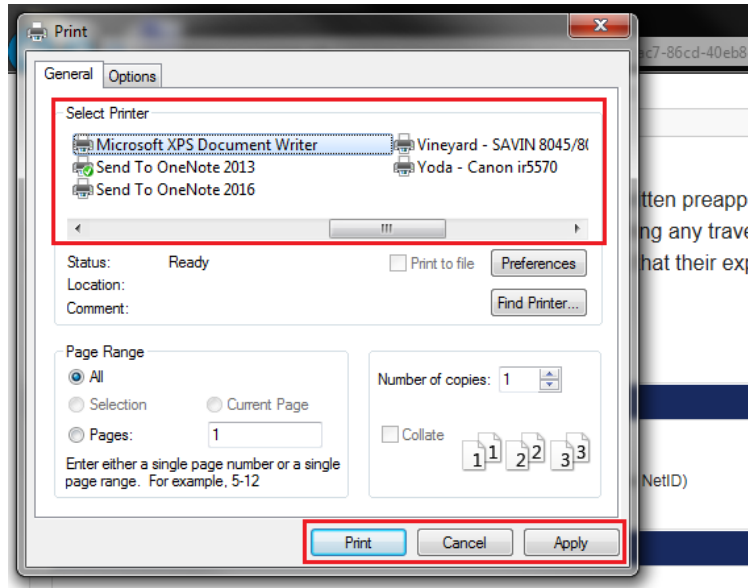
1. In an Internet Explorer browser, open the Travel WebForm and select Print.



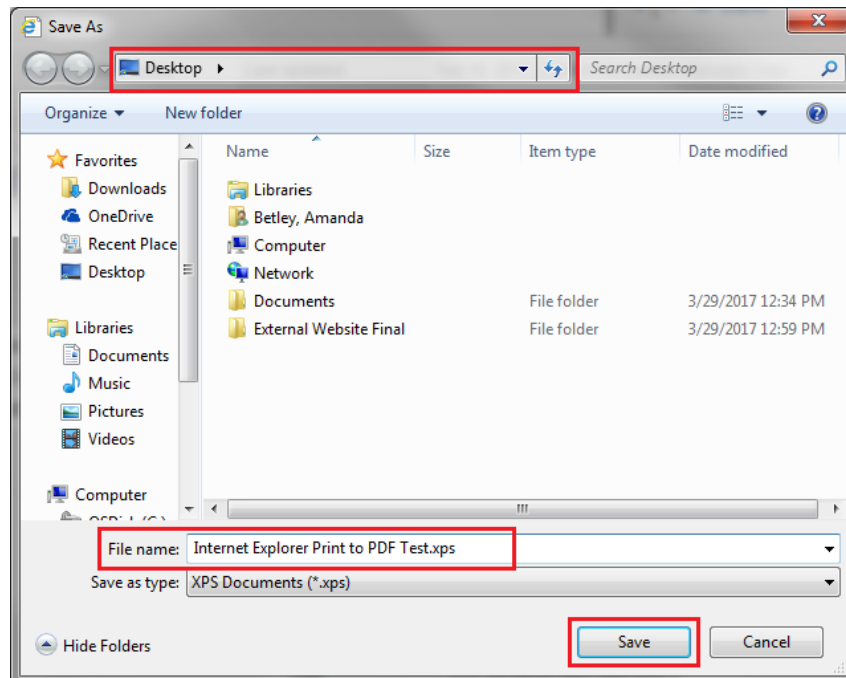
2. Select Print.



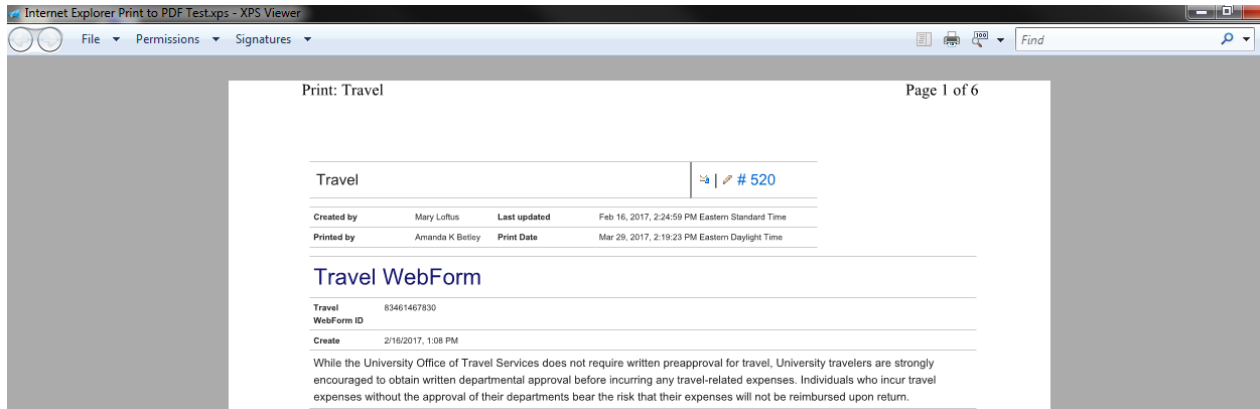
3. Change the printer name to “Microsoft XPS Document Writer” or an installed PDF Software. Then Select “Apply” and “Print”.



4. A new window will pop up. Select a location to save the document in and rename the PDF, then save.

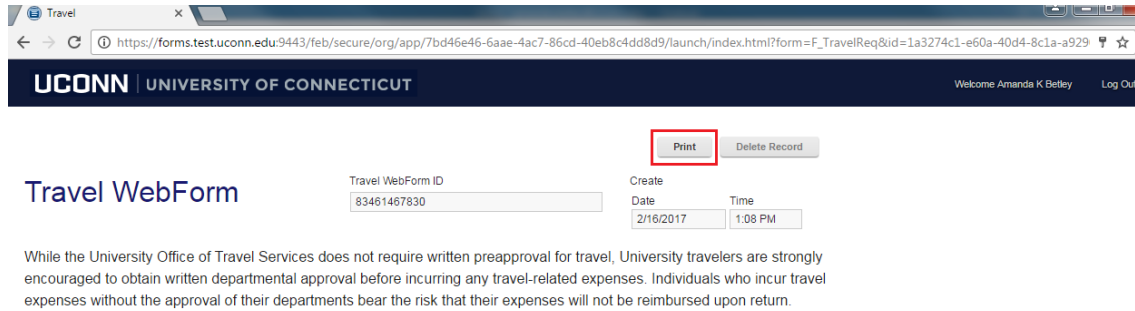


5. This version of the Travel WebForm can now be attached within KFS.

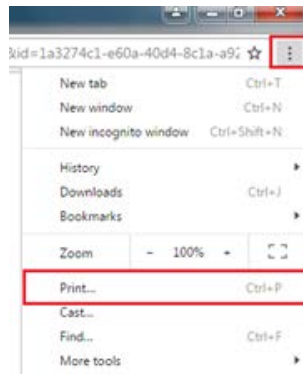


Printing the Travel WebForm to a PDF – Google Chrome

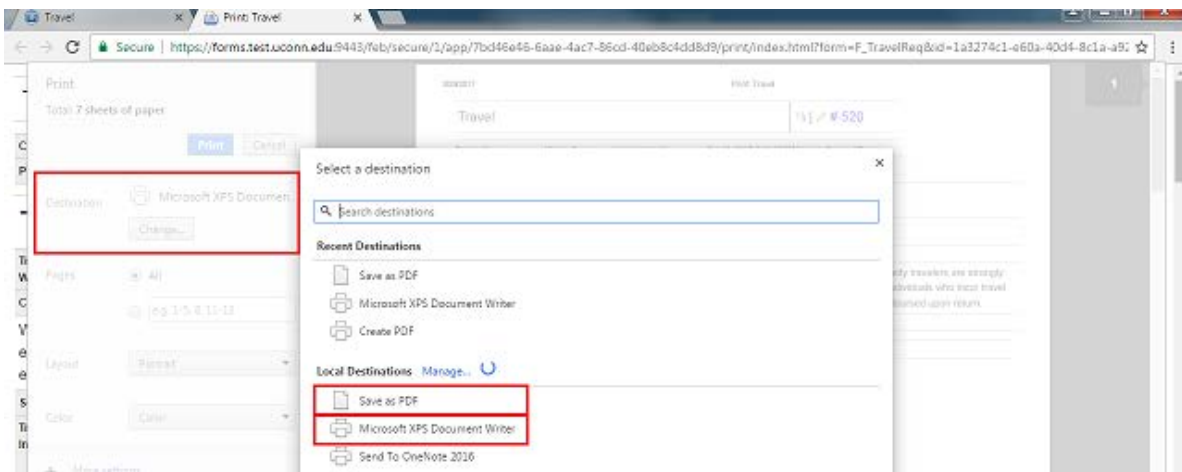
1. In a Google Chrome browser, open the Travel WebForm and select Print.



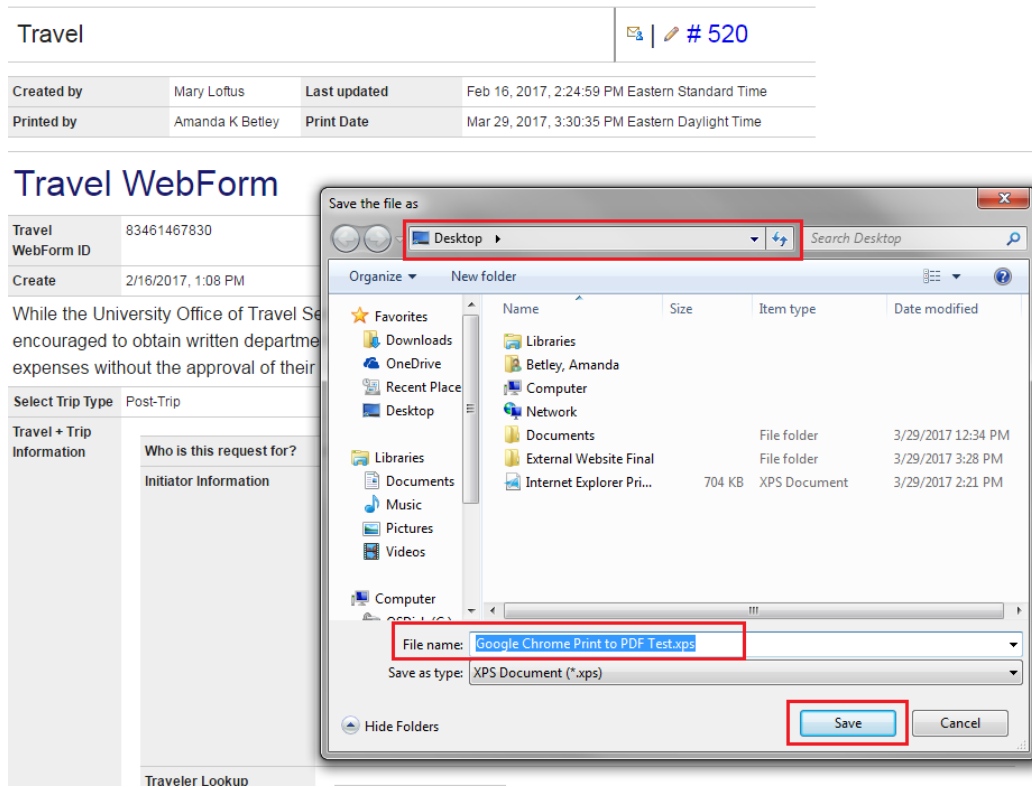
2. On the next screen, select Print.



3. Change the printer name to “Microsoft XPS Document Writer” or an installed PDF Software, then select Print.



- A new window will pop up. Select a location to save the document in and rename the PDF, then save.



- This version of the PDF can now be attached within KFS.

