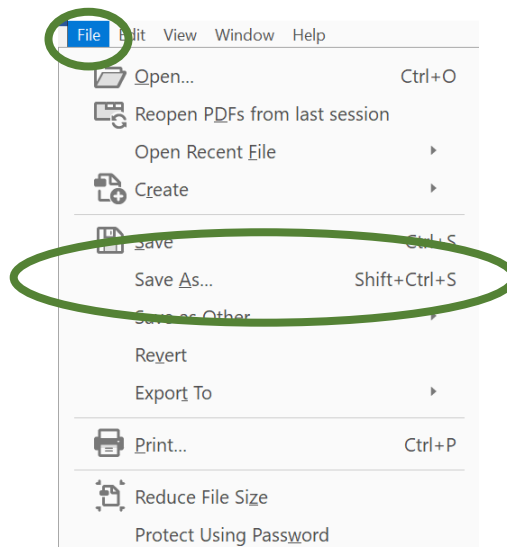**Saving your electronic ACPlan for record keeping and sharing**

Instructions for saving your electronic My ACPlan using [Adobe Reader](#) (this is a free download).

1. Double click on the link to the My Advance Care Plan (electronic) at www.myacp.org.nz. You will know it is editable because it has blue boxes on it which you can type into.

2. Before typing into any blue boxes on the ACPlan, please save on your computer.
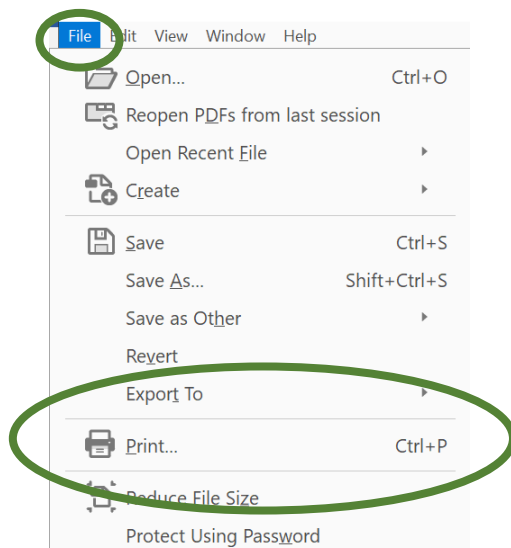
3. Click *File* and then select *Save as…*

4. Give your ACPlan a file name. We suggest you include "ACP" "with your name" and "the date" in the filename so you can easily find it.

5. You can now safely add content to your electronic ACPlan.

6. Click *File* and then *Save* to save any changes.

   Do not complete the electronic form online in your web browser, it won't allow you to save your completed plan and you will lose your information – always save the form to your computer/device first
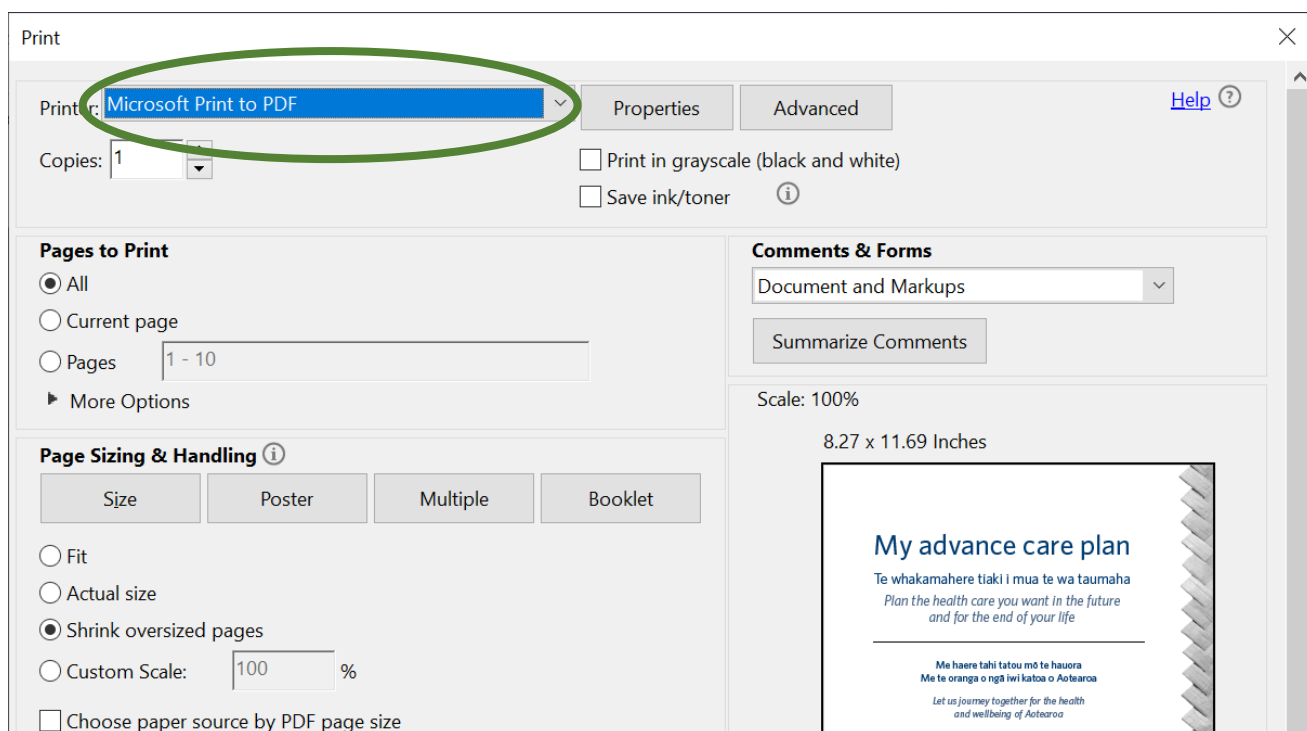
Using the *Print to PDF* function to save a non-editable copy for sharing

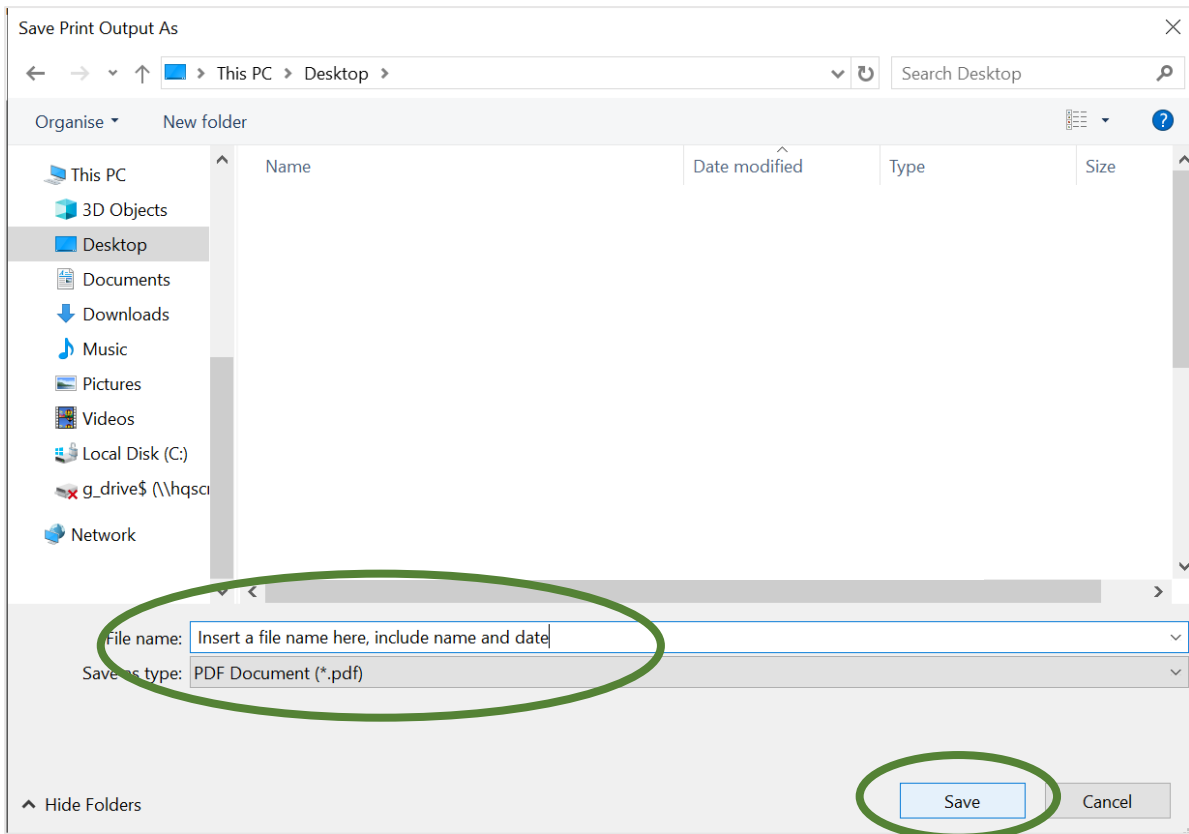**Print to PDF (Windows)**

1. With your electronic ACPlan open, choose **File**

2. Click **Print** in the dropdown menu.

3. Choose **Print to PDF** as the printer in the Print dialog box. Then click **Print** at the bottom of the dialog box

4. You will be prompted to save the file. Type a name for your file, and click **Save**.

This saved copy of your ACPlan is safe to share with others via email

Print to PDF (Mac OS)

The Adobe PDF printer is not available on Mac. However, you can use the **Save As Adobe PDF** option to print a file to PDF on Mac.

1. Open a file in a Mac OS application.
2. Click the **PDF** button and choose **Save As Adobe PDF**.
3. Choose the Adobe PDF Settings and click **Continue**.
4. Type a name for your file, and click **Save**.