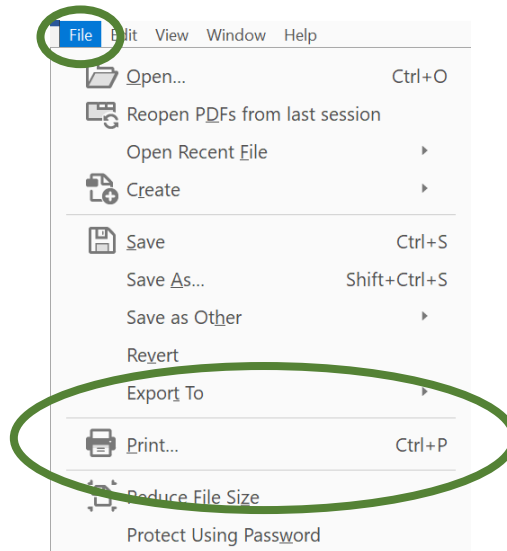


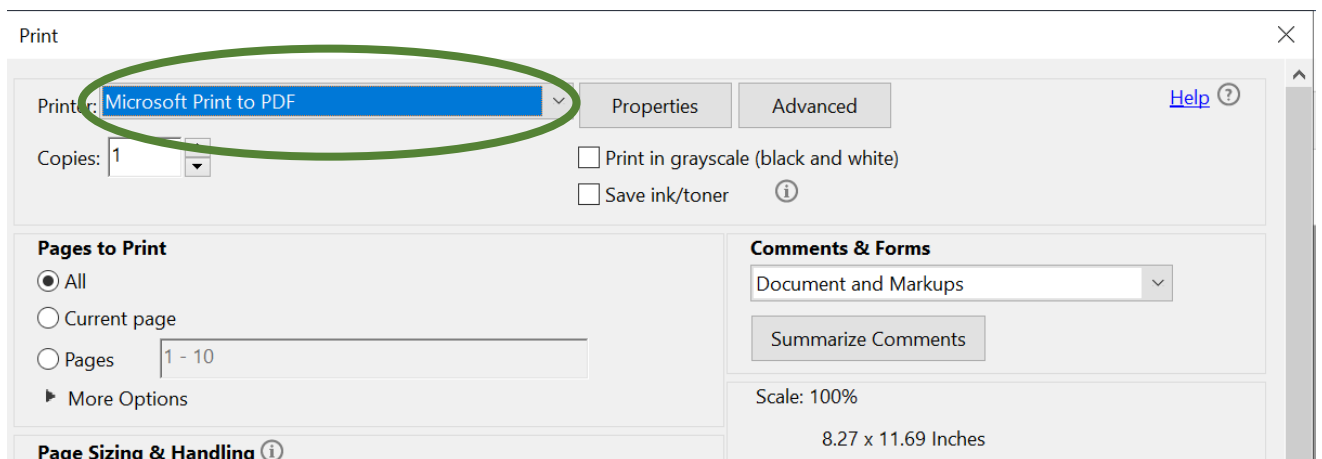
How to save a final version of an electronic shared goals of care form for record-keeping and sharing using the Print to PDF function

Print to PDF (Windows)

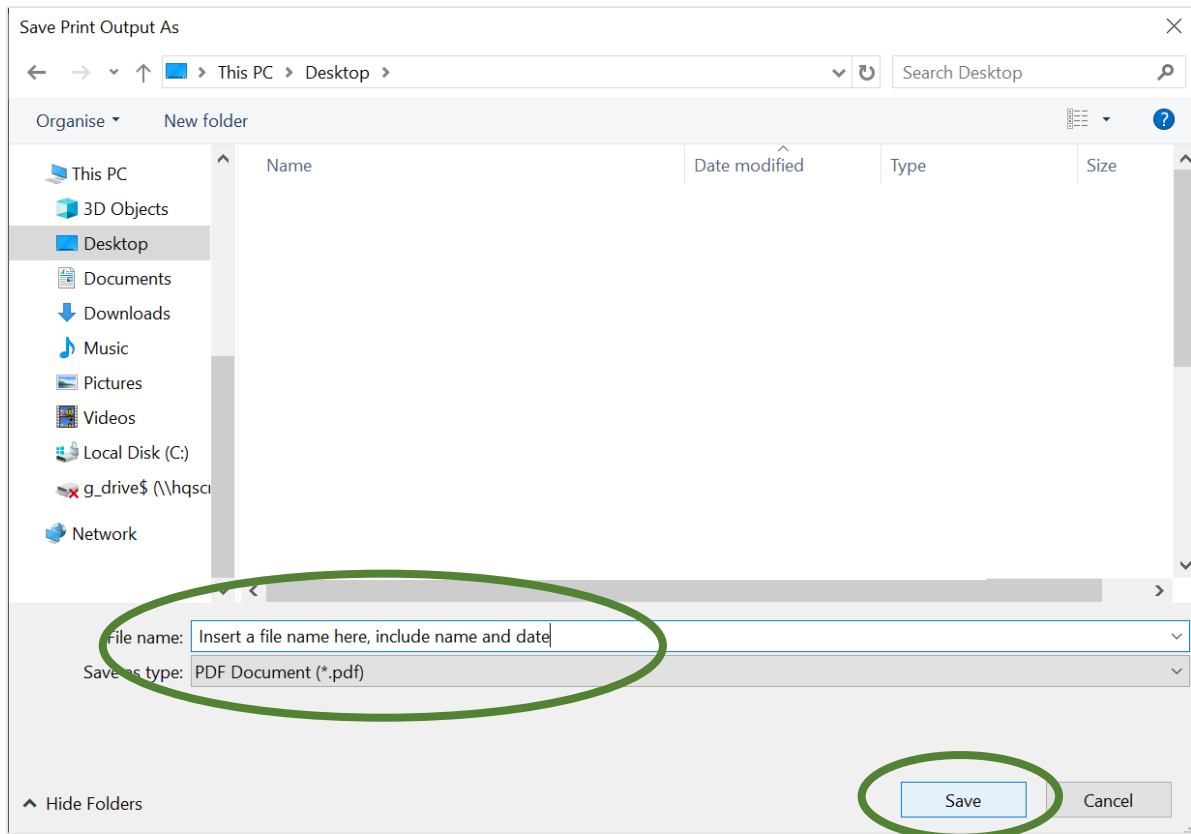
1. With your electronic form open, choose **File**.
2. Click **Print** in the dropdown menu.



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 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**.