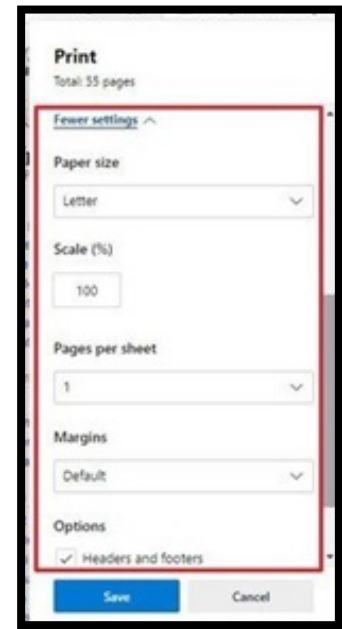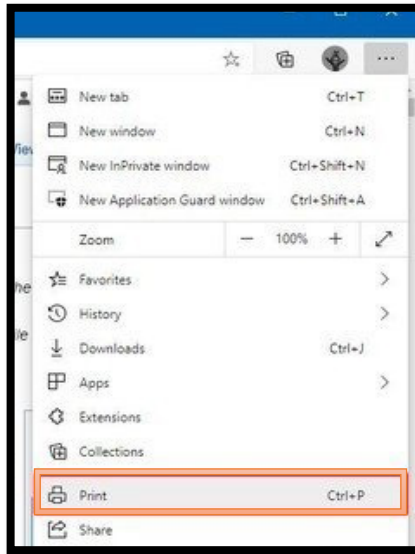# SIMPLIFYING THE COMPLICATED

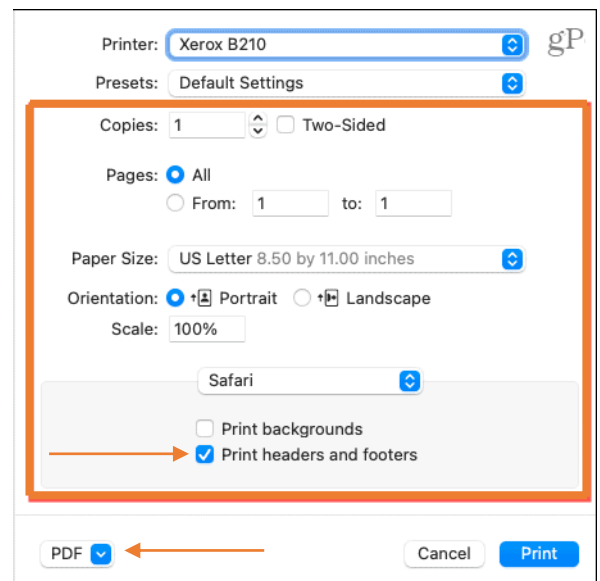## Saving a Webpage as a pdf with Headers & Footers

Microsoft Edge

1) Go to the web page that you wish to save as a PDF.

2) From the top-right, select the Settings and More (three-dotted) button.

3) Select the print option & **Save as PDF** option from the "Printer" drop-down menu.

4) Select the checkbox to print with headers & footers

Safari

1) Go to the web page that you wish to save as a PDF.

2) Select File > Print from the menu bar.

3) Select the PDF drop-down box at the bottom and select Save as PDF.

4) Select the checkbox to print with headers & footers

SIMPLIFYING THE COMPLICATED

Chrome

1) Go to the web page that you wish to save as a PDF.

2) Select File > Print from the menu bar.

3)   Select the PDF drop-down box for printer

4) Select the checkbox to print with headers & footers