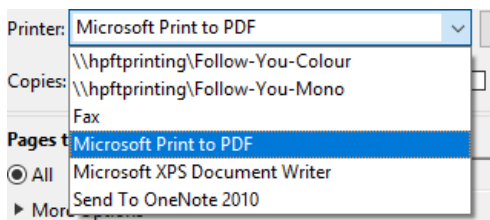


Sending reports to MHA Managers

Step 1 – When the (PDF) report is open, go to File and press the print option... or just press the printer button on the top tab or Ctrl + P.



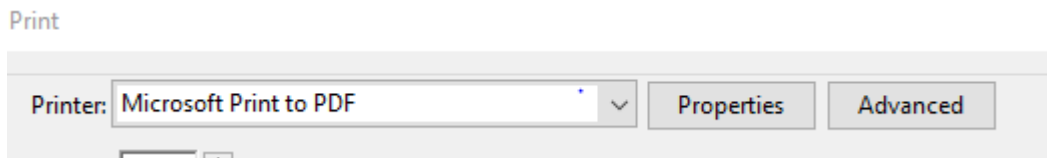
Step 2 – a window will pop open, on the top, Change the printer from [\\hpftprinting\Follow-You-Colour](#) to **Microsoft Print PDF** from the drop down list.



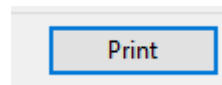
From this



To this



Step 3 – Press the print button at the bottom of the window/page



(This will not print your report it will simply prompt you to save the report)

Step 4 – A Window will pop open and it will prompt you to name the file and save it to your H Drive.

Once this has been done the PDF file will be saved as a different PDF format which will allow the MHA managers to open the report without any issues.