Converting Emails and IMs to .PDF Files

1. Select the Adobe Tab in Outlook



 To convert individual emails click on "Selected Messages" To convert entire folders click on "Selected Folders"

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3. Select either "Create New PDF" or "Append to Existing PDF". See Step 6 for "Append to Existing PDF" instructions.



4. The below window will appear. Scroll up/down and select the folder(s) to be converted to .PDF.



5. Save to the appropriate Records Management folder.



6. Select "Append to Existing PDF"



7. The below window will appear. Scroll up/down and select the folder(s) to be converted to .PDF

Convert folder(s) to PDF	×
Please select one or more folders to create PDF from.	
Public Folders - Ronald.McCully@whs.mil	
Ronald.McCully@whs.mil	
Calendar	
Contacts	
Conversation Action Settings	
Conversation History	
Deleted Items	
Drafts	=
Inbox	
Journal	
Junk E-mail	
News Feed	
Notes	
Outbox	
Quick Step Settings	
RSS Feeds	
Sent Items	
Suggested Contacts	-
Convert this folder and all sub folders	
OK Cancel	

8. After selecting a folder, another window will open. Locate and click on the file you want to append and click the open button.

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Favorites	Name	Date modified	Type	Size				
E Desktop	12 2012 SF-115 Correspondence Files	6/10/2013 4:52 PM	Adobe Acrobat D	11,519 KB				
👔 Downloads	T Conversation with English, Sarah CIV WH	6/10/2013 3:47 PM	Adobe Acrobat D	574 KB				
🔢 Recent Places	🔁 System of Records Notice_ DSCA 05 - De	6/7/2013 4:39 PM	Adobe Acrobat D	943 KB				
Desktop								
😂 Libraries								
P Documents								
A Music								
E Pictures								
Videos								
A McCully, Ronald CIV WHS-ESD								
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9. The "Creating Adobe PDF" window will appear to track the conversion progress

Creating Adobe PDF
Conversion Progress
Folder: Conversation History Subject: Conversation with Greaves, Acquinetta CTR WHS-ESD-McNEIL INC
Completed: 2 Remaining: 0
Cancel

10. When the conversion is complete your PDF Package will appear with the new emails added to the top.

