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[Web Tips 101]   *by Vivian Tran*

Vivian Tran is the Communications Manager of Web Services.

Got a question about the Web? Click here to Ask Viv!

Editor's Note: Beginning with today's edition of *myMetro.net*, we want to introduce a new weekly column called "Web Tips 101" by Vivian Tran. The new web column will provide tips and tricks on how to use the web. The goal is to provide basic yet useful information that may help make your interactive Web experience better for you. We debut the first "Web Tips 101" column with step-by-step instructions on how to save and e-mail articles from *myMetro.net*.

How to Save a *myMetro.net* Article (html) as a PDF

(Sept. 17, 2008) Metro employees who enjoy reading articles on *myMetro.net* often have asked how can they save an article for reference or e-mail the article to friends and family. The best way to save and share a *myMetro.net* article is to convert the online article to a PDF.

In order to do so, you must have the standard version of *Adobe Acrobat* (not just the *Acrobat Reader*) installed on your computer and added as a printer.

Here's how:

- Step 1: Go to File, then select Print.

- Step 2: A Print Window pops up and you see a section called Select Printer. Here, you should see Adobe PDF as choice.

- Step 3: Select or highlight Adobe PDF, then click the Print button.

- Step 4: Give the new PDF a filename or title.

- Step 5: Select where you want to save the new file, such as your personal drive where you save all other documents. Click Save.

- Step 6: Now that you've Saved the *myMetro.net* article as a PDF, you can e-mail it as an attachment.

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