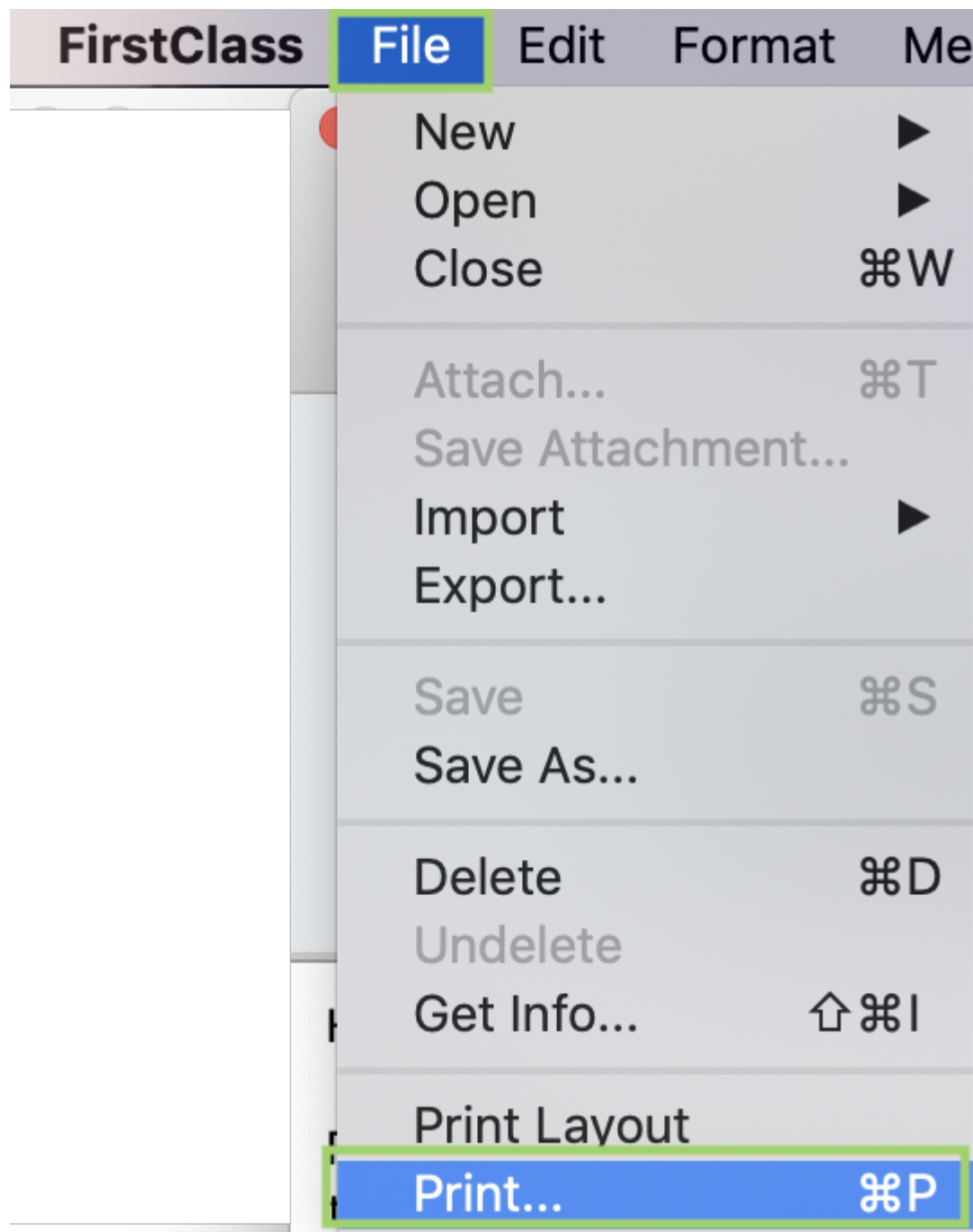


When you have an email or document that needs to be attached to Numbered File. You can save as a PDF to attach to the file.

Click on **File** then **Print** in FirstClass.



The **Print Screen** will open click on **PDF** in bottom left hand corner and choose **Save as PDF** from drop down.

Printer:

Presets:



Copies: Two-Sided

Pages:

- Open in Preview
- Save as PDF
- Save as PostScript
- Send in Mail
- Add to Apple Books
- Send via Messages
- Save to iCloud Drive
- Save to Web Receipts
- Save as Adobe PDF
- Edit Menu...

Save As:

Tags:

Where:  

Title:

Author:

Subject:

Keywords:

Once the item is saved on your desktop it may be clicked and dragged to the number file.