

iTWOcx – Save Contract/ Subcontract Email as .pdf

Email messages that include a Contract/ Subcontract can be saved as a .pdf (portable document format) file type.

IMPORTANT: The email received from Mirvac is in Landscape format. To save the PDF version of the Contract / Subcontract successfully, we suggest you update your email print settings to Landscape, as they are usually defaulted to Portrait.

To save a Contract / Subcontract email as a .pdf file type update two print settings:

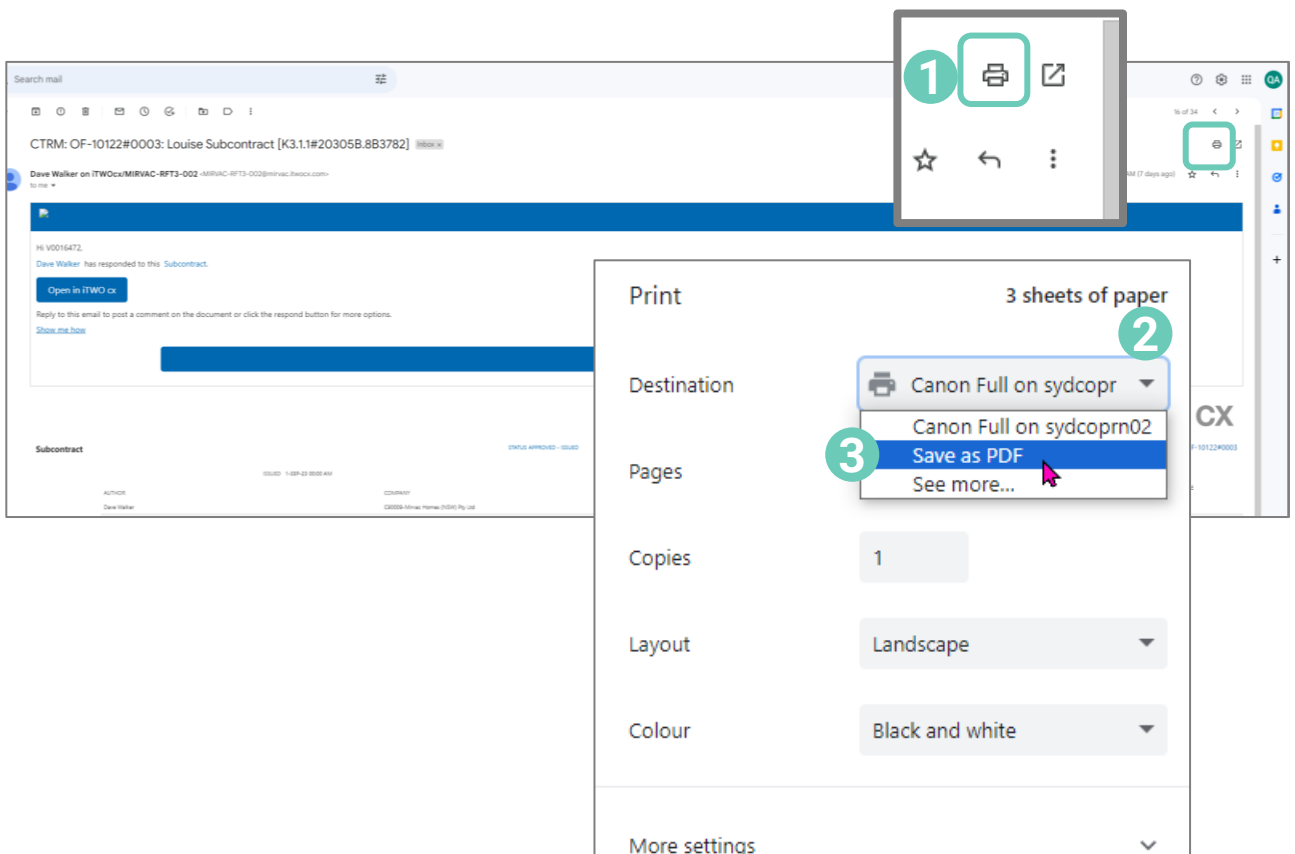
- Change Printer Destination to **Save as PDF**.
- Change the Page Layout to **Landscape**.

This Quick Reference Guide includes step by step instructions to save an email as a .pdf for both **GMAIL** and **Microsoft Outlook**. The instructions may differ slightly dependant on the email software you use.

GMAIL

Change GMAIL Printer Destination to Save as PDF

- To save the Mirvac Subcontract /Contract email as a .pdf file type complete the following steps.
- HINT: The Printer Destination should be set to 'Save as PDF'.

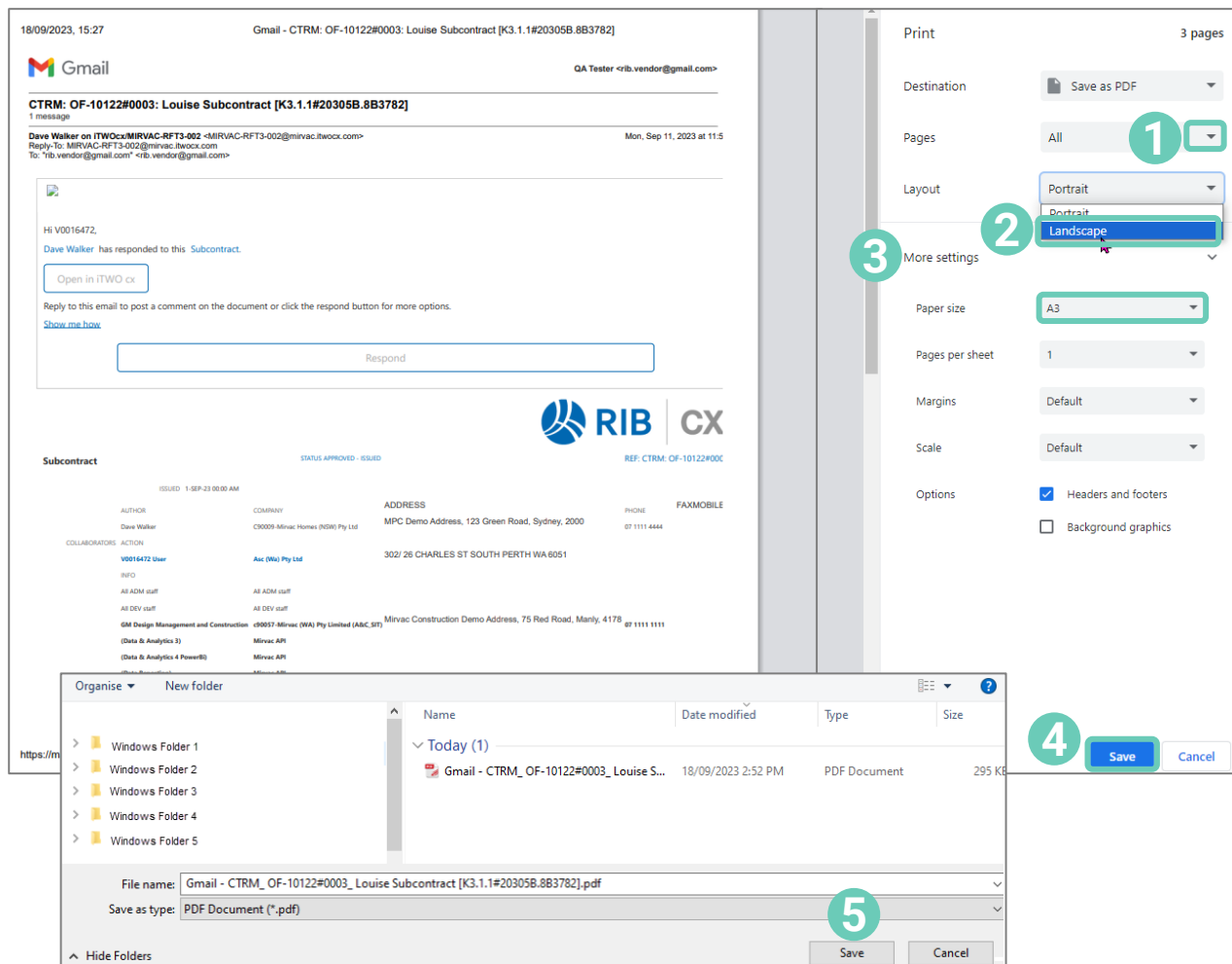


- 1 Click the **Print icon**.
- 2 Click the **Destination** down arrow to change the Destination to 'Save as PDF'.
- 3 Click **Save as PDF**.

Change Page Layout to Landscape and save email as .pdf

Change your print settings to print in Landscape.

If the Page Layout is not changed to print in 'Landscape' then this will result in the right side of the Subcontract/ Contract being omitted from the saved version.

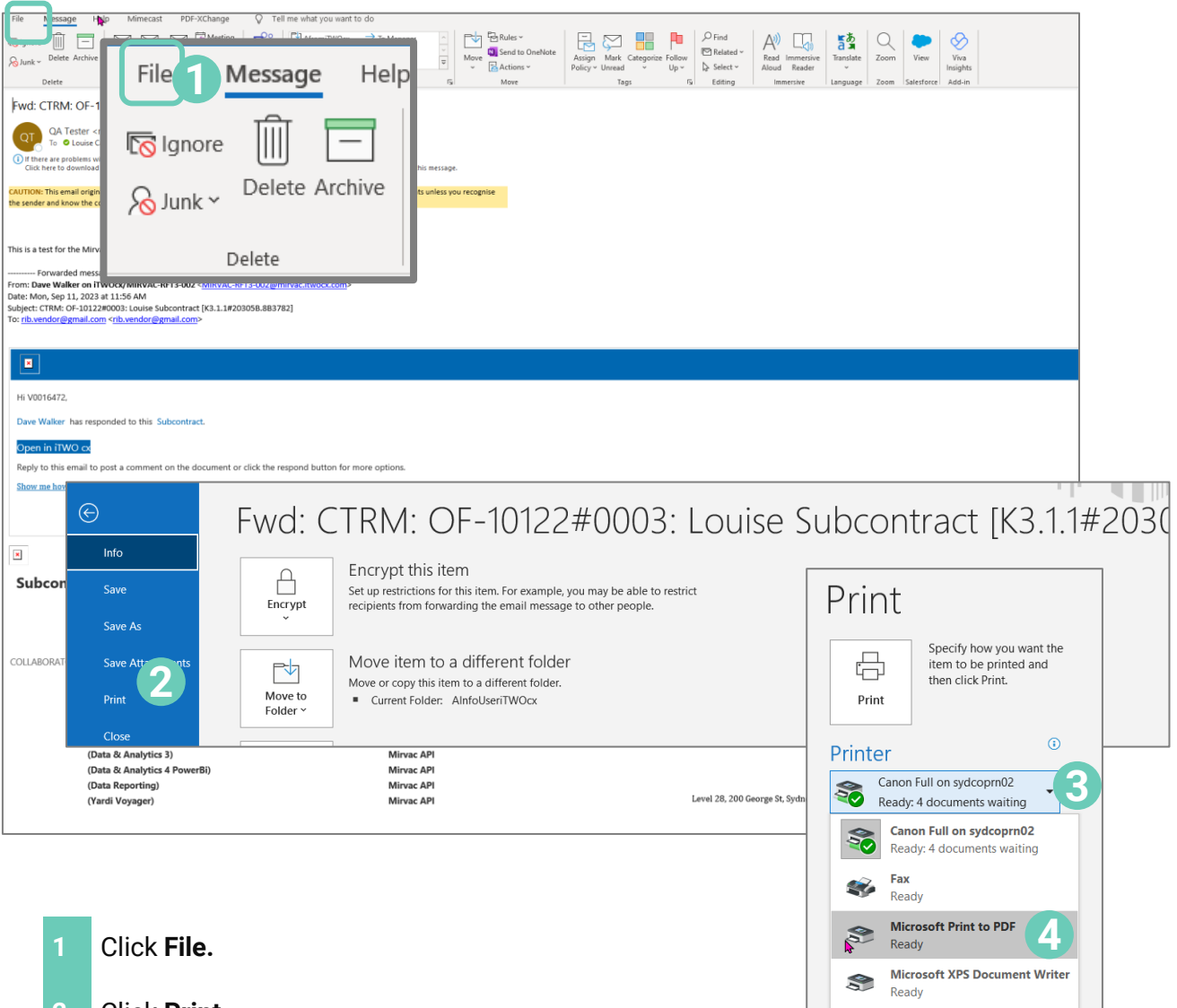


- 1 Click the **Layout** down arrow to change the page layout to **Landscape**
- 2 Click **Landscape** option
- 3 Click **More settings** and select **A3 Paper size**
- 4 Click **Save**. This displays the folder screen.
- 5 Click **Save**. This saves your email as a PDF.

HINT: Do not change the file name. It includes the Contract number which identifies the contract and is the number you should include on your invoices.

Change Outlook Printer Destination to Print to PDF

To save the Mirvac Subcontract /Contract email as a .pdf file type complete the following steps.
HINT: The Printer Destination should be set to 'Save as PDF'.

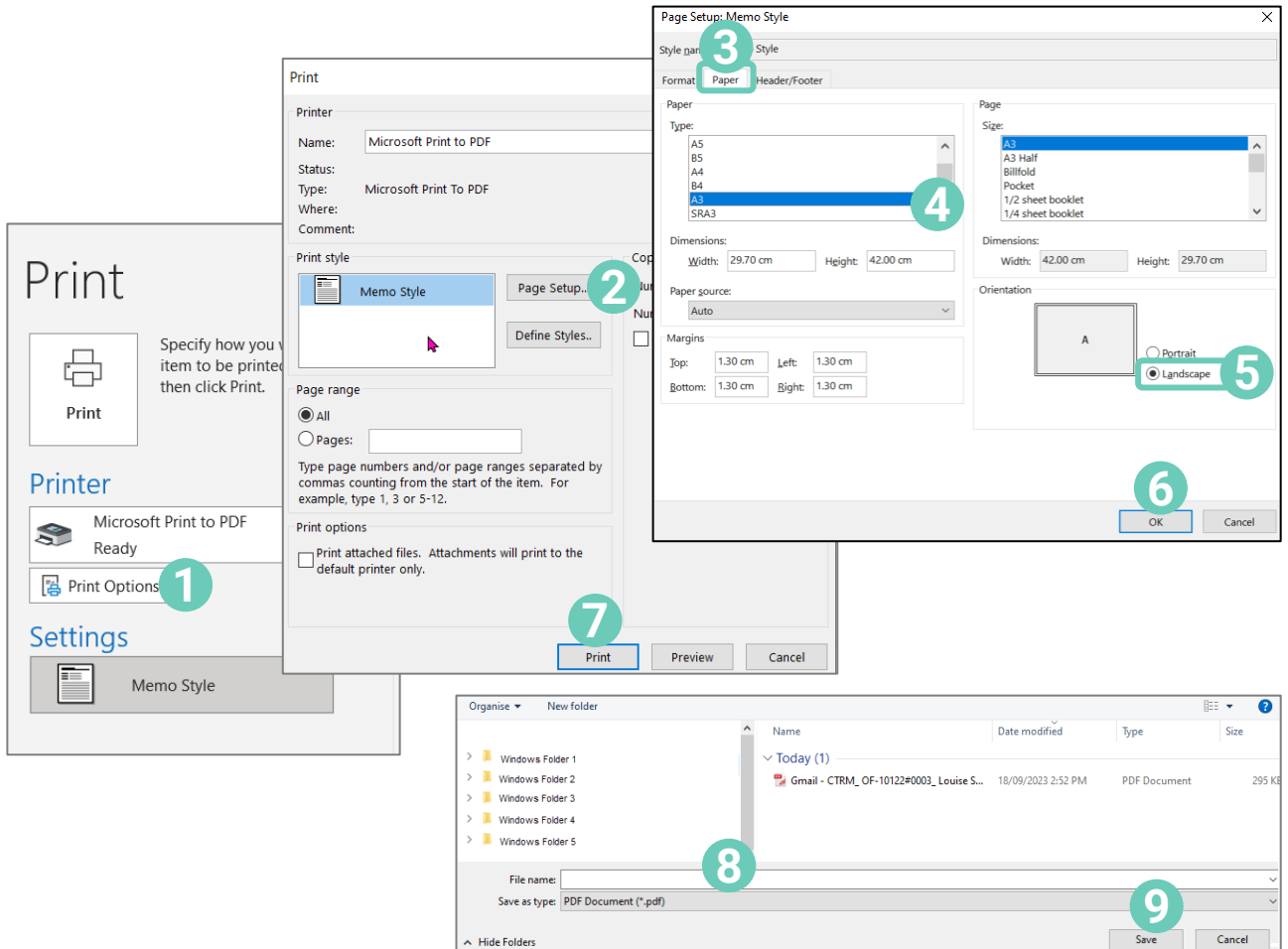


- 1 Click **File**.
- 2 Click **Print**.
- 3 Click **the Destination** down arrow to change the Destination to **Microsoft Print to PDF**.
- 4 Select the **Microsoft Print to PDF** option or the PDF option offered by your organisation.

Change Page Layout to Landscape and save email as .pdf

HINT: Change your print settings to print in Landscape.

If the Page Layout is not changed to print in 'Landscape' then this will result in the right side of the Subcontract/ Contract being omitted from the saved version.



- 1 Click **Print Options**.
- 2 Click **Page Setup**. This displays Page Setup options.
- 3 Click the **Paper** tab
- 4 Select **Paper Type: A3**
- 5 Select the **Landscape** button.
- 6 Click **OK**.
- 7 Click **Print**. This displays the folder screen.
- 8 **Add a file name (HINT: Copy and paste the email subject line and use this as the file name).**
- 9 Click **Save**. This saves your email as a PDF.