

Take advantage of the Microsoft Print to PDF feature in Windows 10 (Excerpt)

By Greg Shultz | September 4, 2015

Print to PDF

The Microsoft Print to PDF feature is available in every application in Windows 10 that has printing capability. You just access the Print dialog box from a standard Windows application (**Figure A**) or a Windows Store app (**Figure B**) and select the Microsoft Print to PDF option.

Figure A

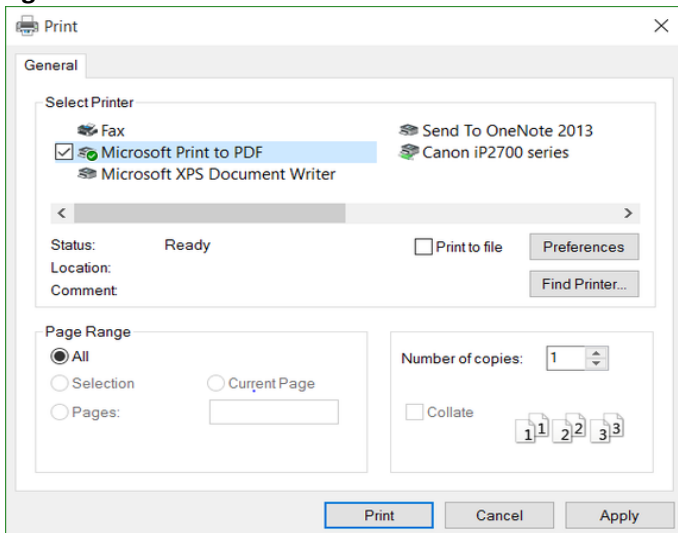
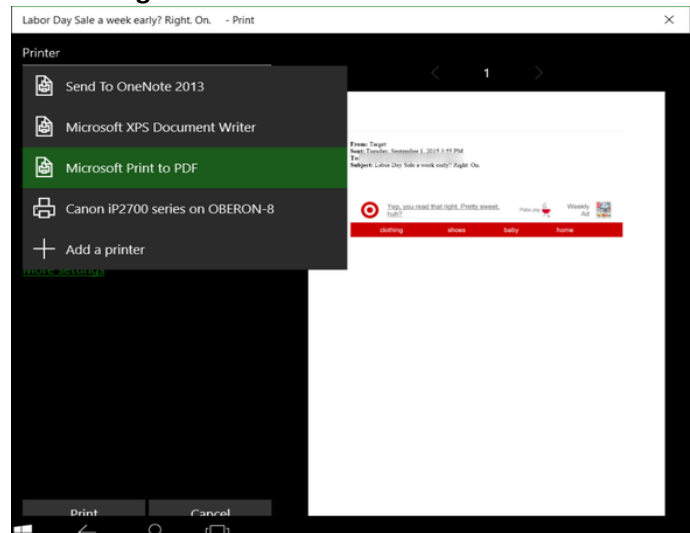
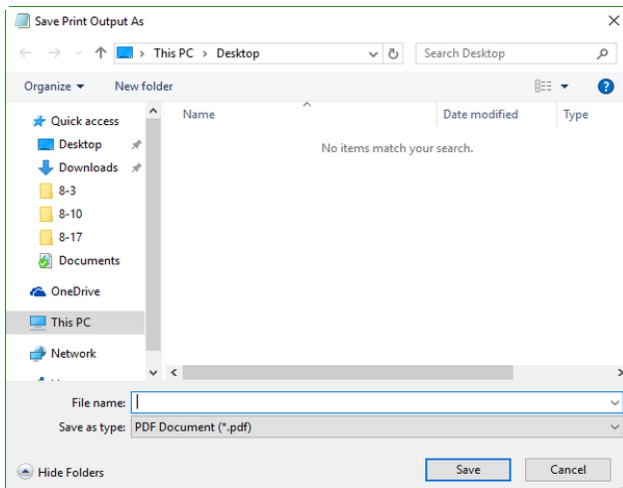


Figure B



When you select the Microsoft Print to PDF option from a standard Windows application, you'll see standard looking save dialog box, titled Save Print Output As. You'll be prompted for a filename and will see that the file type is PDF as follows:



When you select the Microsoft Print to PDF option from a Windows Store app, the file will automatically be saved to the Documents folder, and you'll see the following when it's complete.

