

Macintosh – OS 9

1. Open any file in its Application
2. Go to **File – Print** – choose the **Virtual Printer**
3. Choose the location you want to save to (desktop)
4. Name the file (**filename.ps**)
5. Click on ok and close out of the Application

Windows

1. Open any file in its Application
2. Go to File – Print – choose one of the A&E printers you've added
3. Choose the location you want to save to (desktop)
4. Name the file (filename.ps)
5. Click on ok and close out of the Application

Need Help? Call 713.621.0022 and ask for Help Desk.