

# Downloading PDF's on Windows and Mac

## Purpose



A simple guide on how to print and download PDF's on both Windows and Mac devices to assist with the Criminal Injuries Compensation process

**Please note: the images are examples. Your screen may not look the exact same as the pictures.**

## Windows

### 1. Open the PDF

Open the PDF you want to download on your screen

The screenshot shows a Microsoft Edge browser window with the URL [cict.justice.wa.gov.au](http://cict.justice.wa.gov.au). The page displays the 'CRIMINAL INJURIES COMPENSATION APPLICATION - FORM 1'. The header features the Government of Western Australia crest. The page content includes a note about reading the 'Guide to Lodging an Application' and a link to the 'Criminal Injuries Compensation Act 2003'. A large form area is titled 'PART A: APPLICANT'S DETAILS'. It contains three numbered sections: 1. 'Is this application a claim for: (select more than one option if appropriate)'. Options include 'Injury (bodily harm, mental and nervous shock or pregnancy)', 'Loss arising from death (funeral expenses or loss of financial support). IF SO, USE FORM 2 for that claim.', and 'Neither (you are not eligible for compensation unless you were injured in the commission of an offence, or suffered loss when a close relative died.)'. 2. 'Are you making this application on behalf of: (select more than one option if appropriate)'. Options include 'Yourself', 'A child under 18 years of age (provide their birth certificate or other record you are their legal guardian)', 'A person with a disability as the person's guardian or administrator (provide the SAT order)', and 'The personal representative of a deceased person IF SO, USE FORM 2 for that claim.'. 3. 'Provide the details of the applicant:'. Below this are gender selection checkboxes: 'Male' (unchecked), 'Female' (unchecked), and 'Other' (unchecked). The browser interface shows standard navigation and zoom controls.

## 2. Press Ctrl + P on your keyboard

Press Ctrl button on your keyboard and hold that button while you also press P on your keyboard.

The Ctrl button is likely located near the bottom keys of the keyboard.

This will open the print menu.

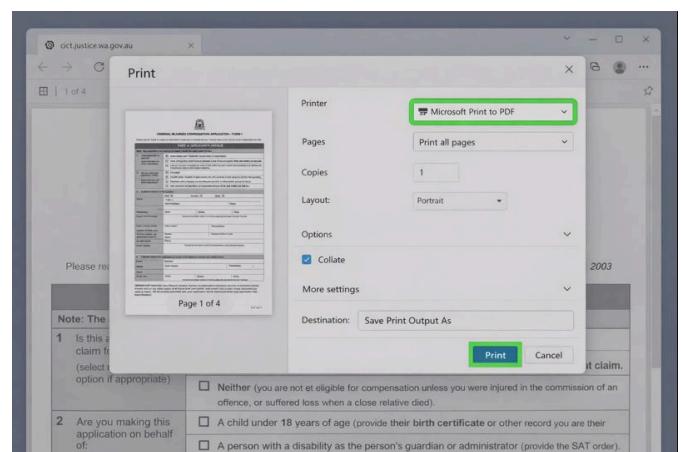
If you would like to print the document, you can click the print button in the right-hand corner.

Please note that if you do this, it will not save as a PDF for later.

### 1. Click Ctrl and p

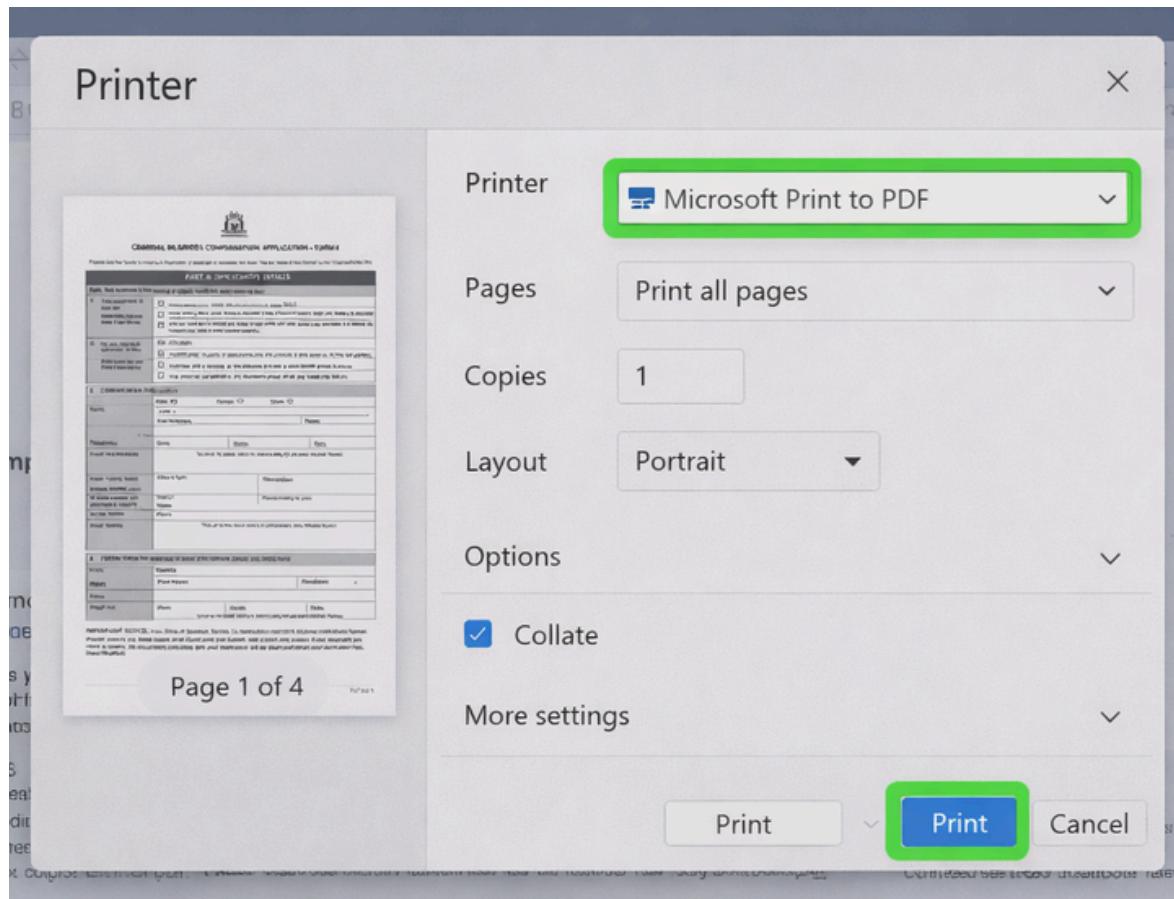


### 2. The print menu will open



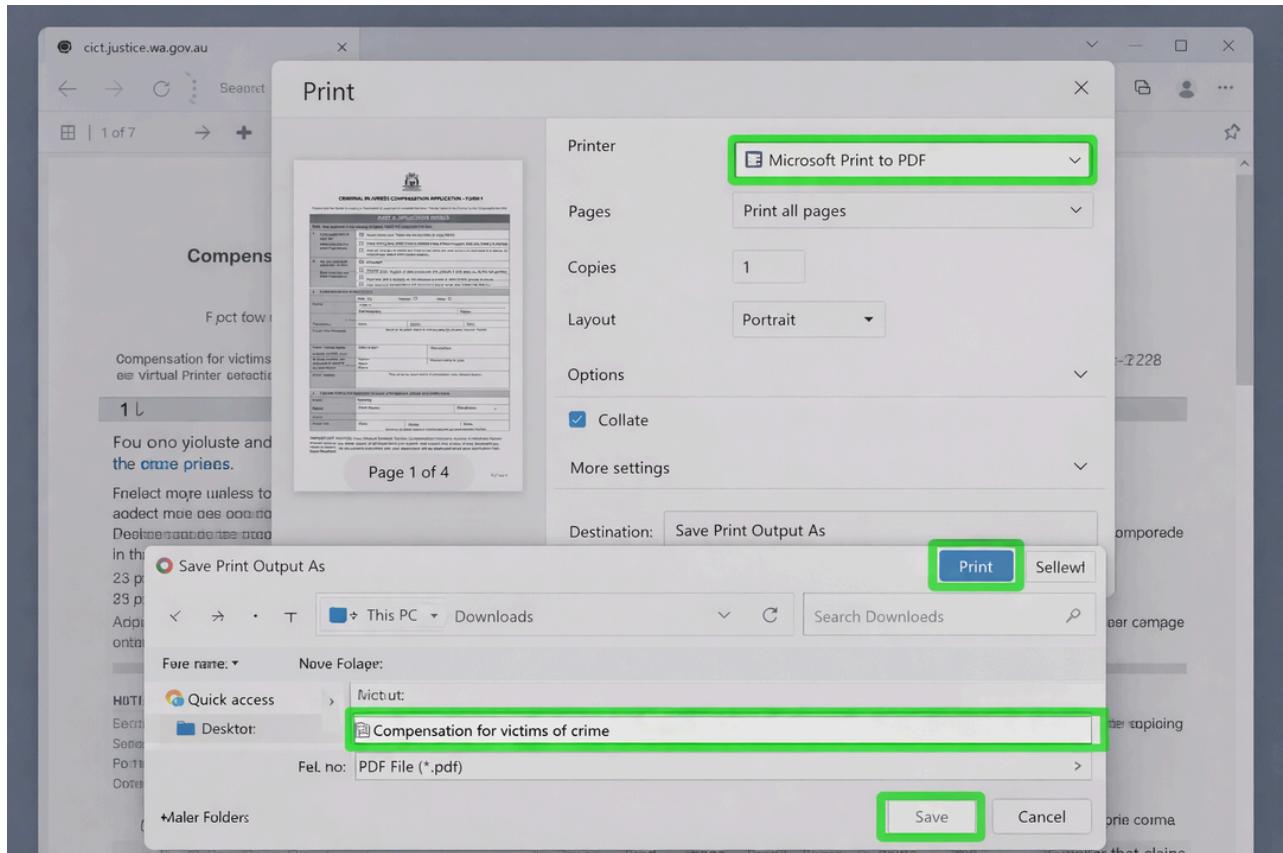
### 3. Click PDF

- At the top of the window, find Printer.
- Choose “Microsoft Print to PDF” or “Save as PDF” - Note that the wording may vary
- This tells Windows to save a file, not print paper.



## 4. Save the file

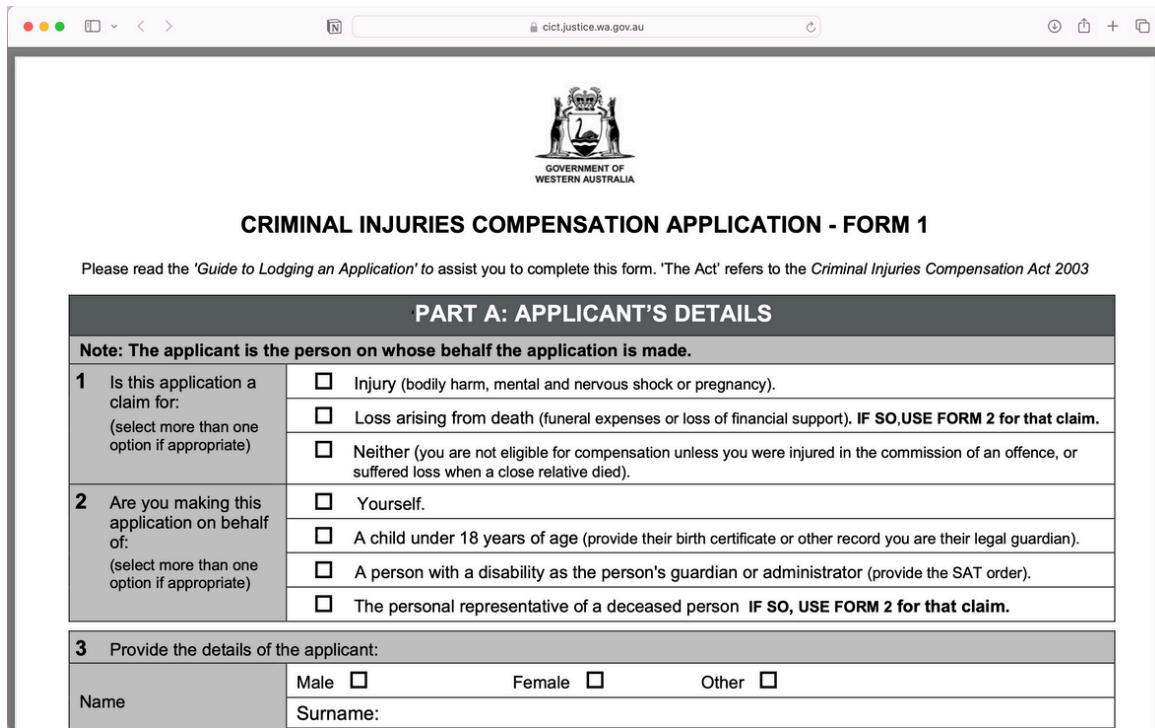
1. Click Print
2. A Save As window will appear
3. Choose where to save the file
4. Click Save



# Mac (Apple)

## 1. Open the PDF

Open the PDF you want to download on your screen



The screenshot shows a Mac OS X browser window with the URL [cict.justice.wa.gov.au](http://cict.justice.wa.gov.au) in the address bar. The page content is as follows:

GOVERNMENT OF  
WESTERN AUSTRALIA

**CRIMINAL INJURIES COMPENSATION APPLICATION - FORM 1**

Please read the 'Guide to Lodging an Application' to assist you to complete this form. 'The Act' refers to the *Criminal Injuries Compensation Act 2003*

**PART A: APPLICANT'S DETAILS**

**Note: The applicant is the person on whose behalf the application is made.**

<b>1</b> Is this application a claim for: (select more than one option if appropriate)	<input type="checkbox"/> Injury (bodily harm, mental and nervous shock or pregnancy).		
	<input type="checkbox"/> Loss arising from death (funeral expenses or loss of financial support). <b>IF SO, USE FORM 2 for that claim.</b>		
	<input type="checkbox"/> Neither (you are not eligible for compensation unless you were injured in the commission of an offence, or suffered loss when a close relative died).		
<b>2</b> Are you making this application on behalf of: (select more than one option if appropriate)	<input type="checkbox"/> Yourself.		
	<input type="checkbox"/> A child under 18 years of age (provide their birth certificate or other record you are their legal guardian).		
	<input type="checkbox"/> A person with a disability as the person's guardian or administrator (provide the SAT order).		
	<input type="checkbox"/> The personal representative of a deceased person <b>IF SO, USE FORM 2 for that claim.</b>		
<b>3</b> Provide the details of the applicant:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>
Name	Surname:		

## 2. Press command (⌘) + p

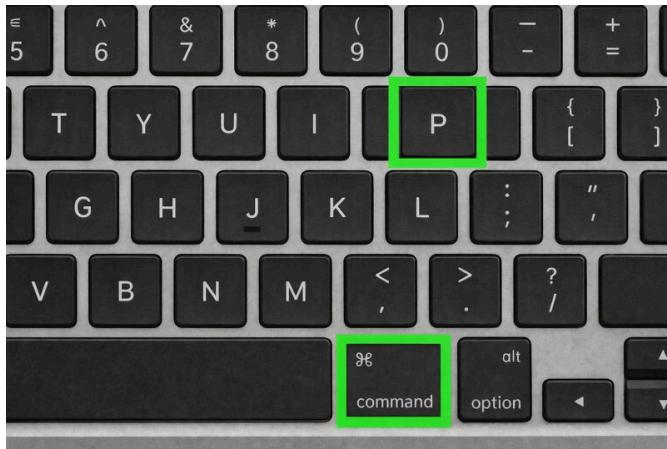
Press Command (⌘) button on your keyboard and hold that button while you also press P on your keyboard.

The command (⌘) button is likely located near the bottom keys of the keyboard.

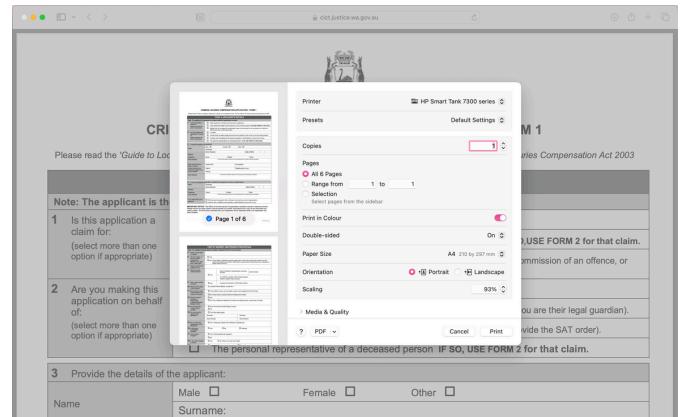
This will open the print menu.

If you would like to print the document, you can click the print button in the right-hand corner. Please note that if you do this, it will not save as a PDF for later.

### 1. Click command and p

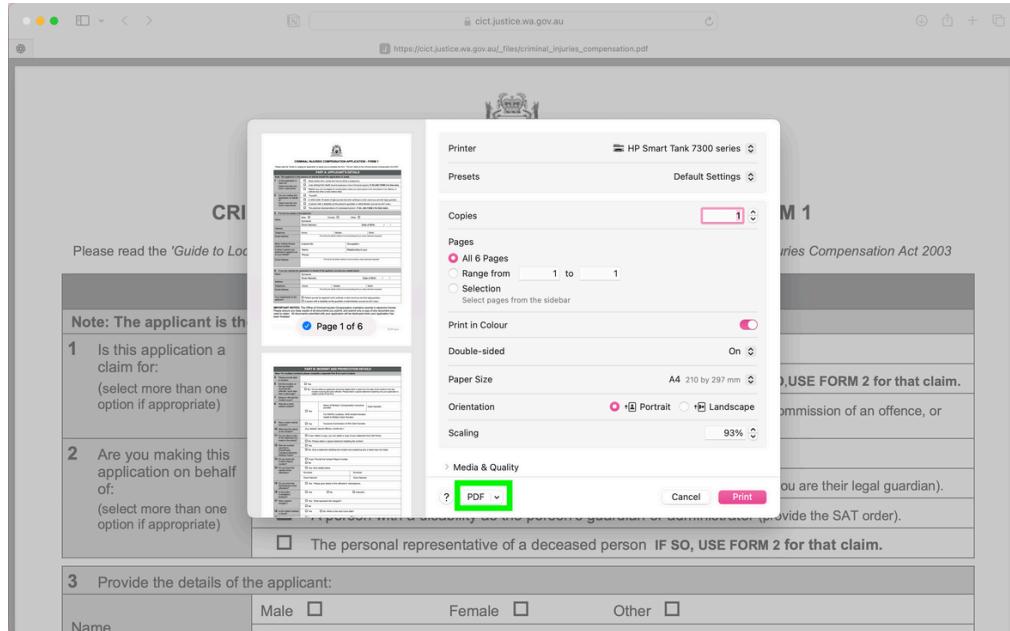


### 2. The print menu will open



### 3. Click PDF

- Look to the bottom-left of the window
- Click PDF or choose Save as PDF in the dropdown



### 4. Save the file

Choose where to save the file by clicking on the button next to “Where:”. This will show all of your files to choose from.

If you want to rename the file, do this in “Save as:”

Click the “Save” button in the lower right-hand corner.

Save As: [https://cict.justice.wa.gov.au/\\_files/cr](https://cict.justice.wa.gov.au/_files/cr)

Tags:

Where:  Up Down