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
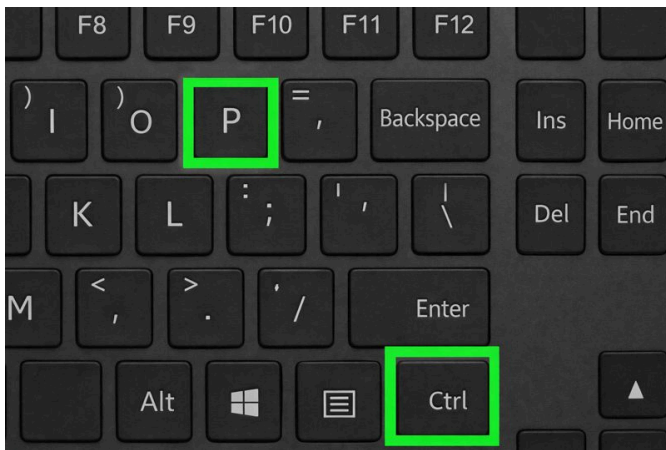
2. **Press Ctrl + P on your keyboard**

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

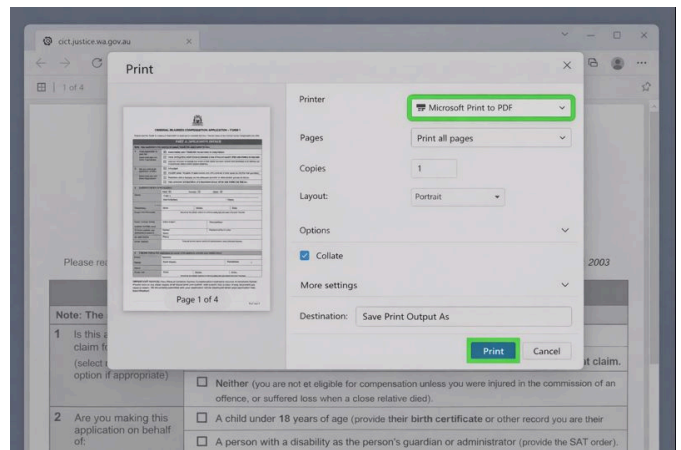The Ctrl button is likely located near the bottom keys of the keyboard.

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.
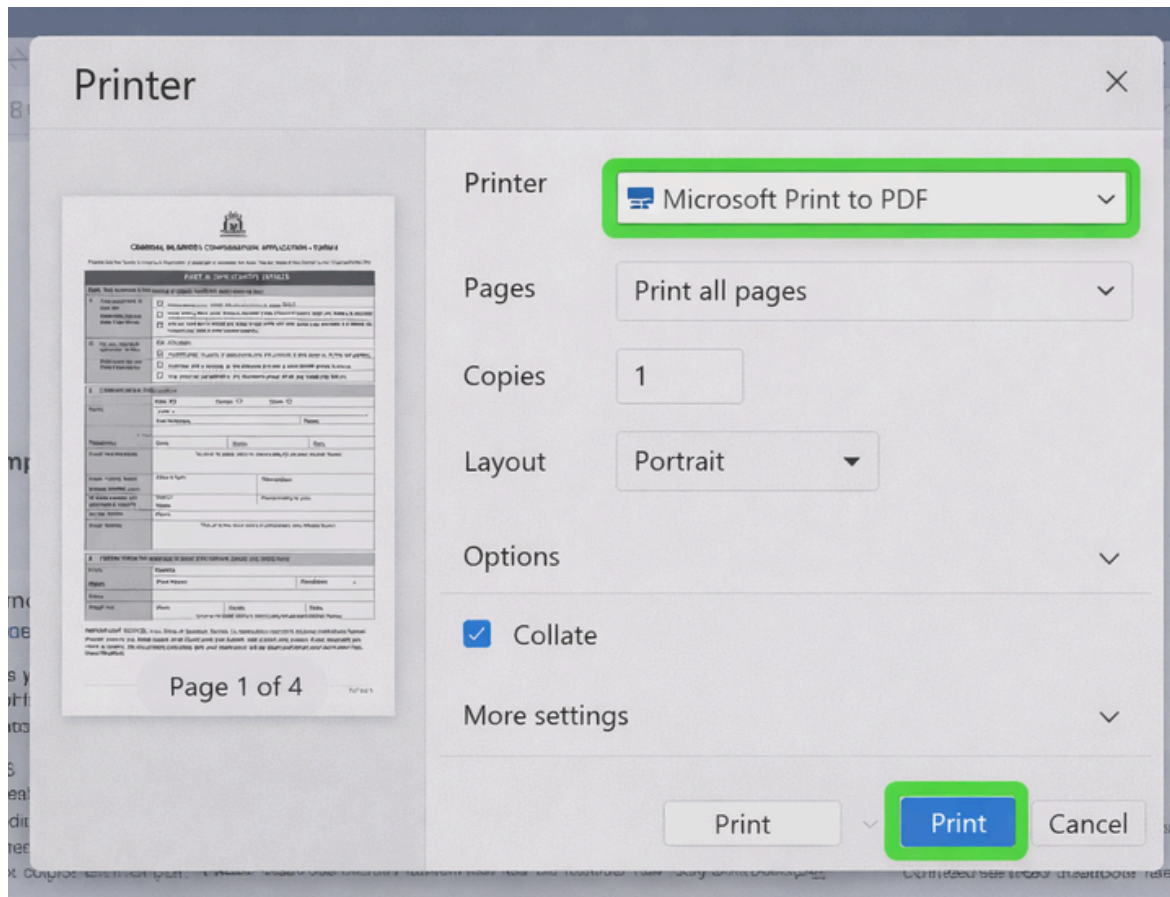
1. Click Ctrl and p
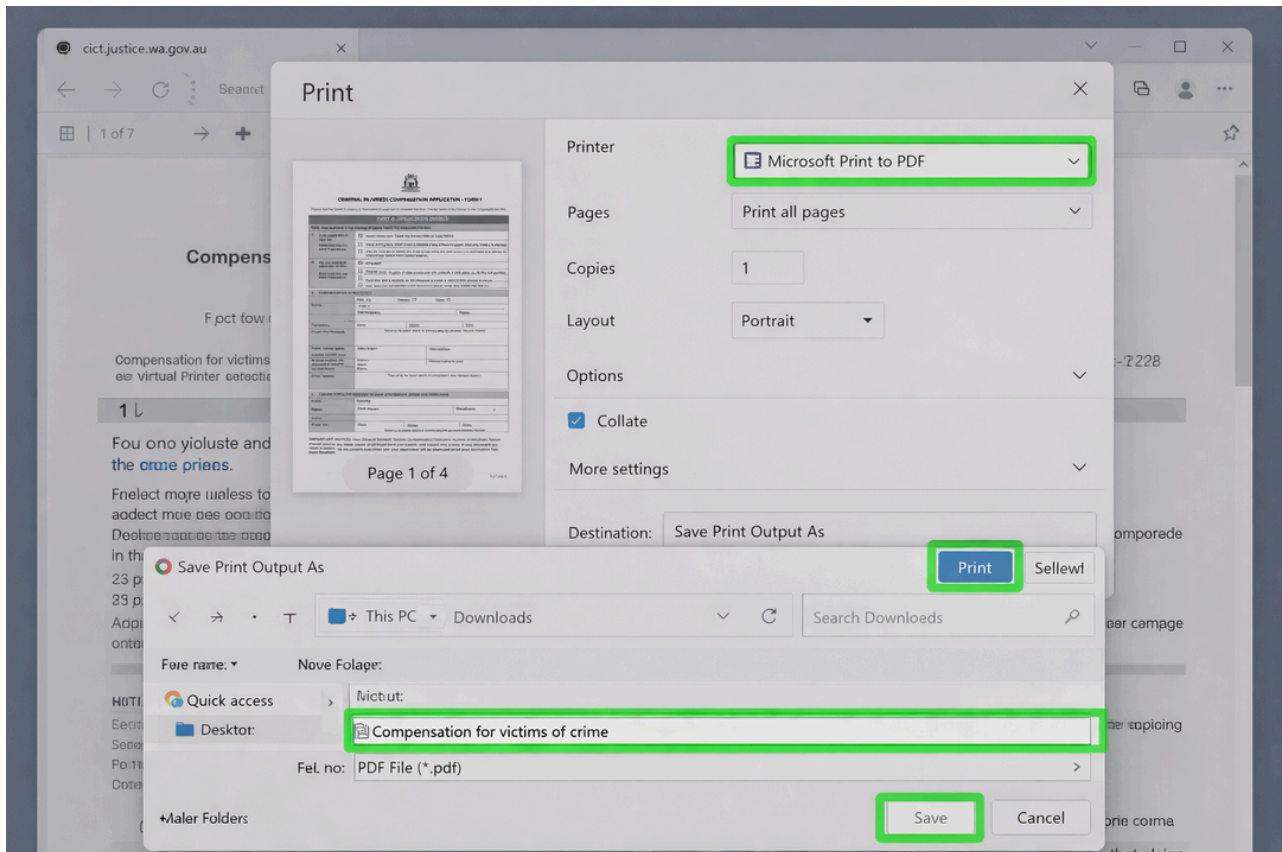

2. The print menu will open

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.
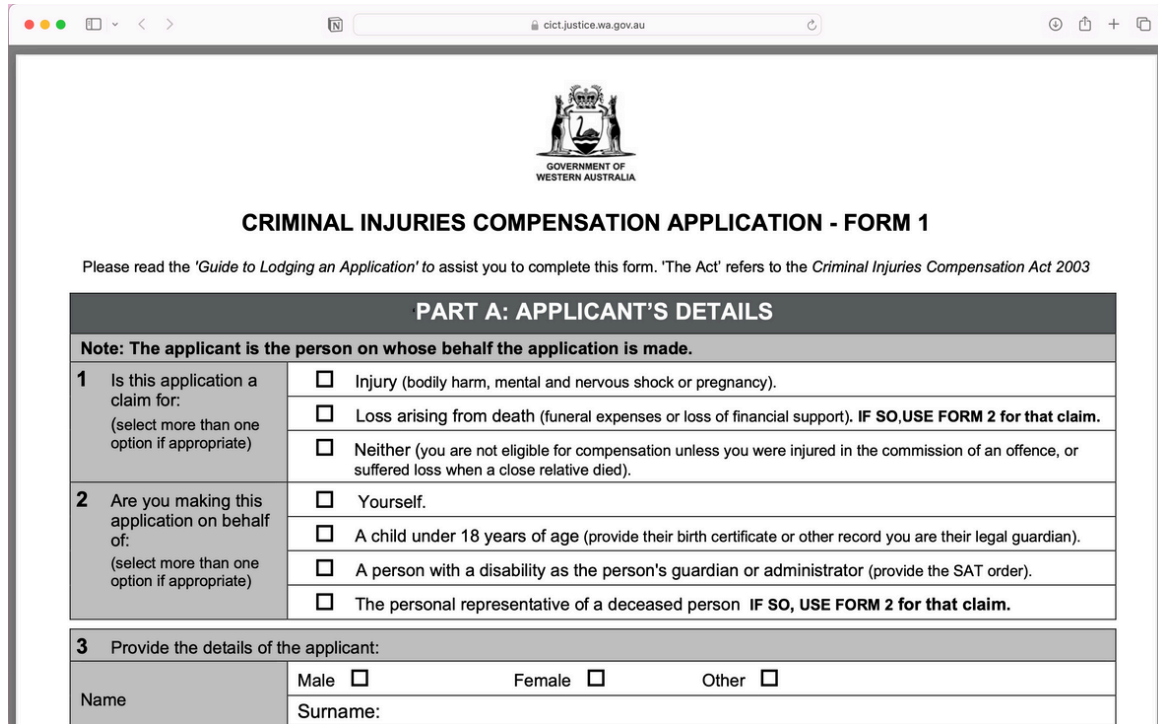
4. Save the file

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
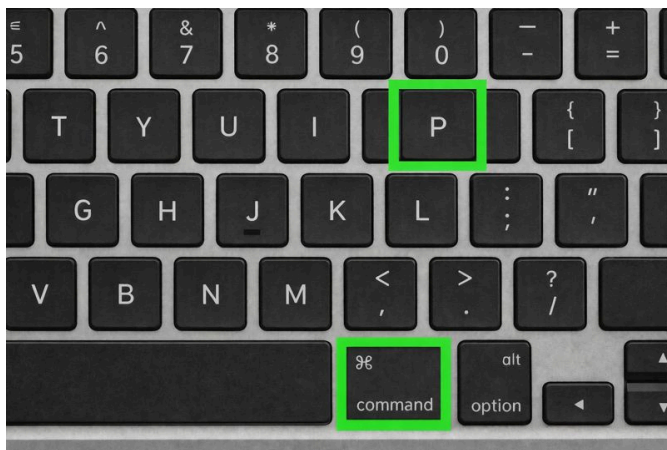
2. **Press command (⌘) + p**

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.
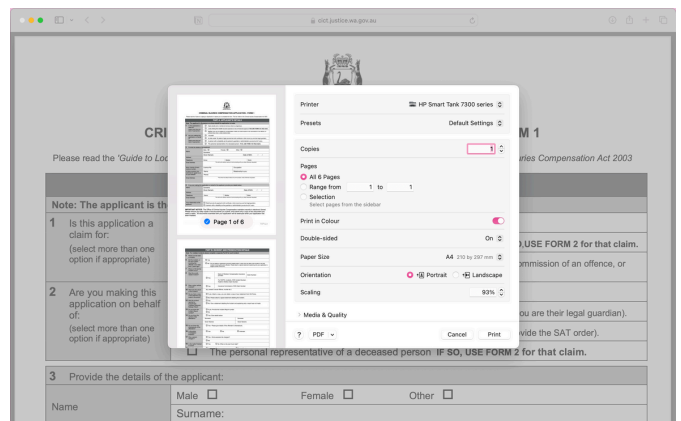
This will open the print menu.

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.
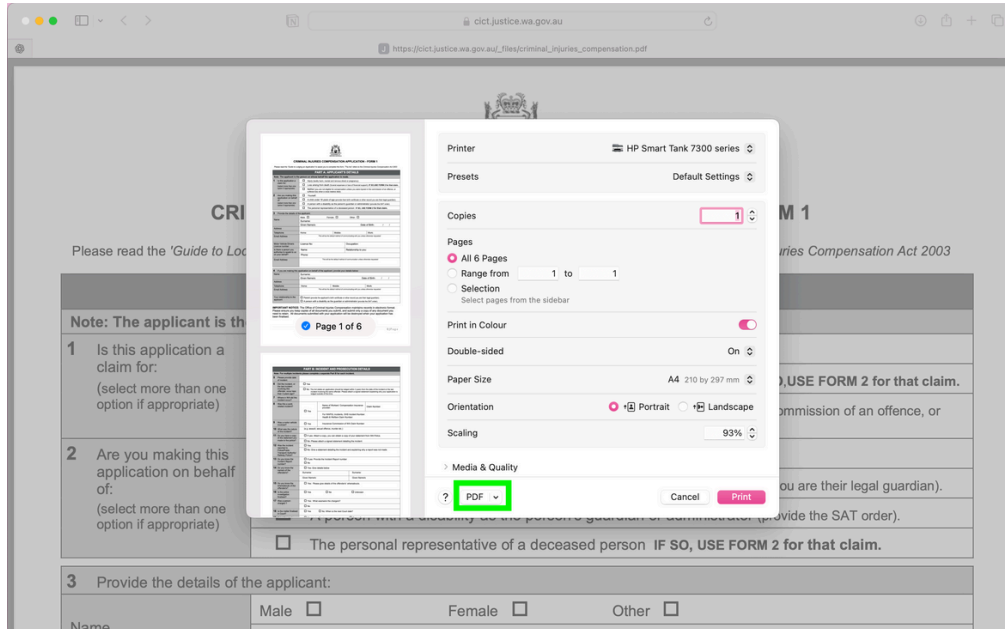
1. Click command and p	2. The print menu will open

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.