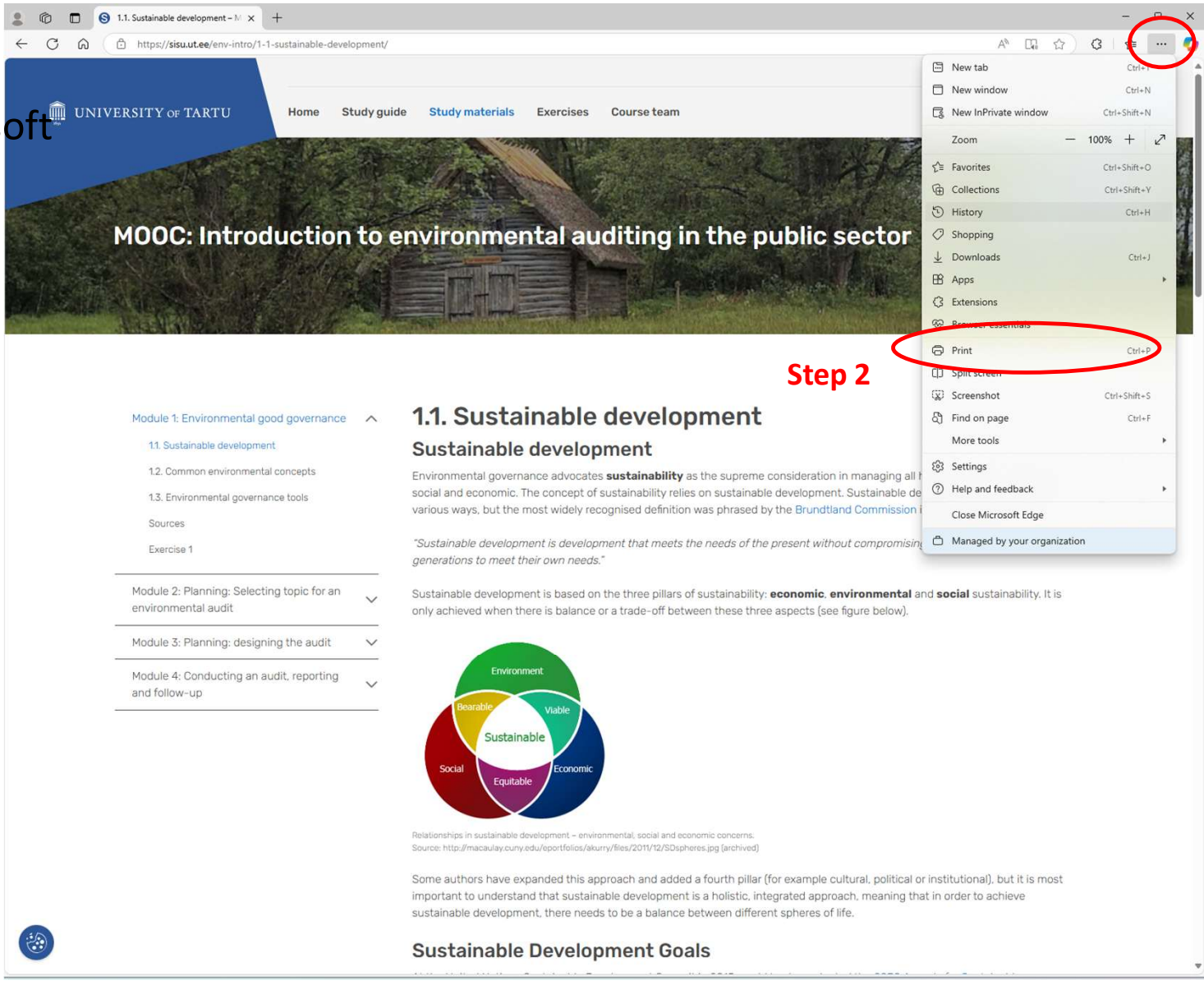
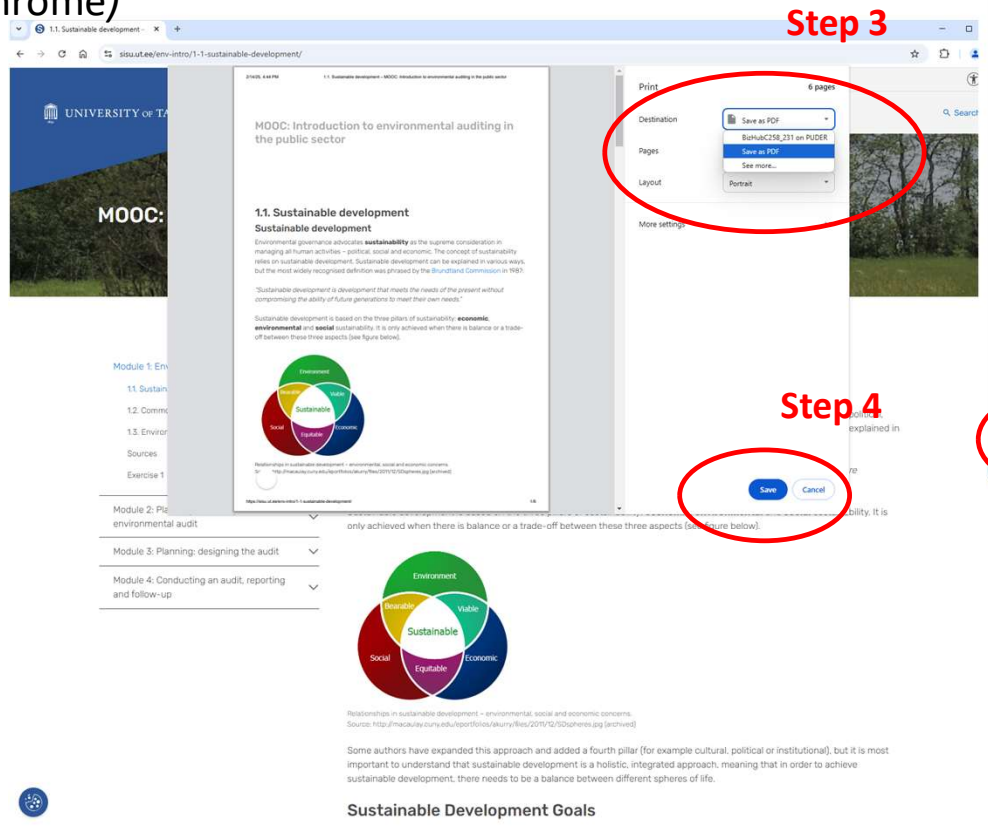
Step 1:
Open
*„Settings and more“* (Microsoft Edge) or *„Customize and Control“* (Google Chrome)

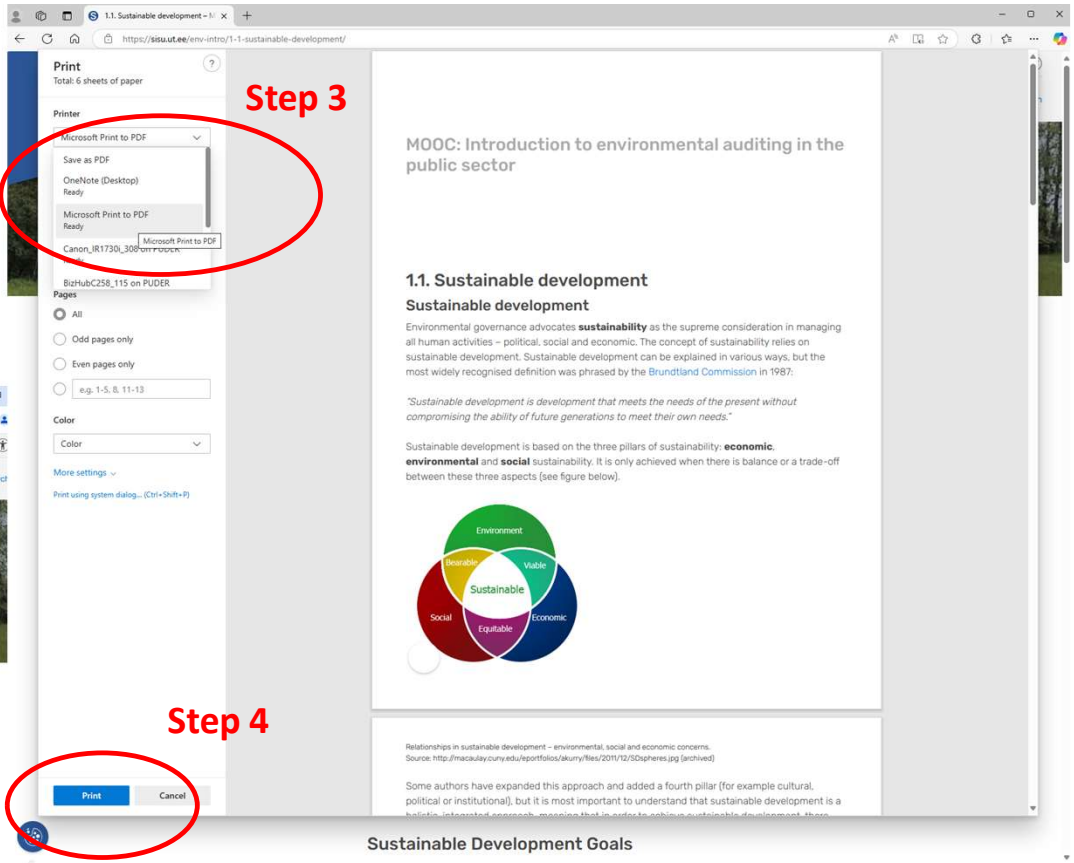
Step 2:
Select *„Print“*



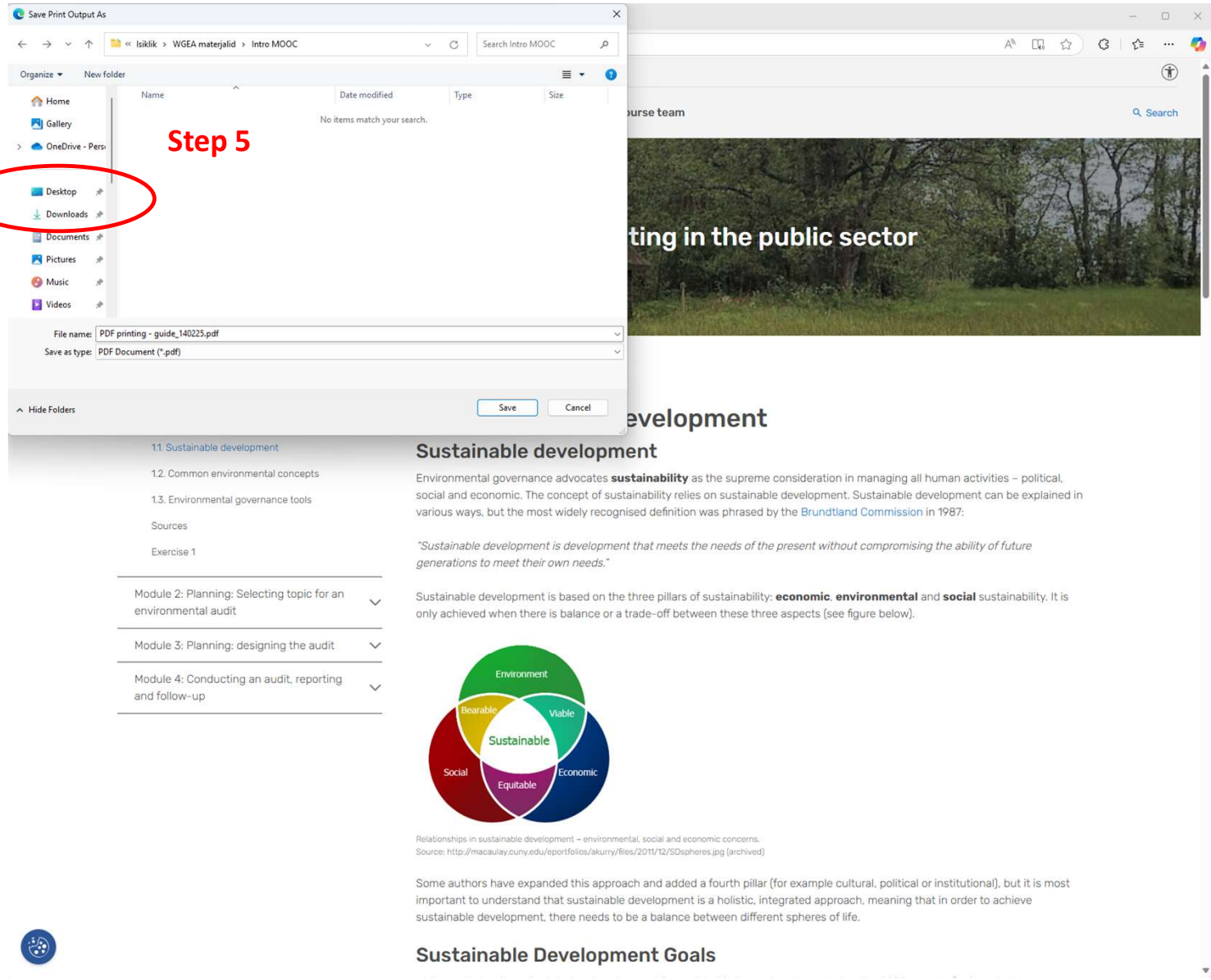
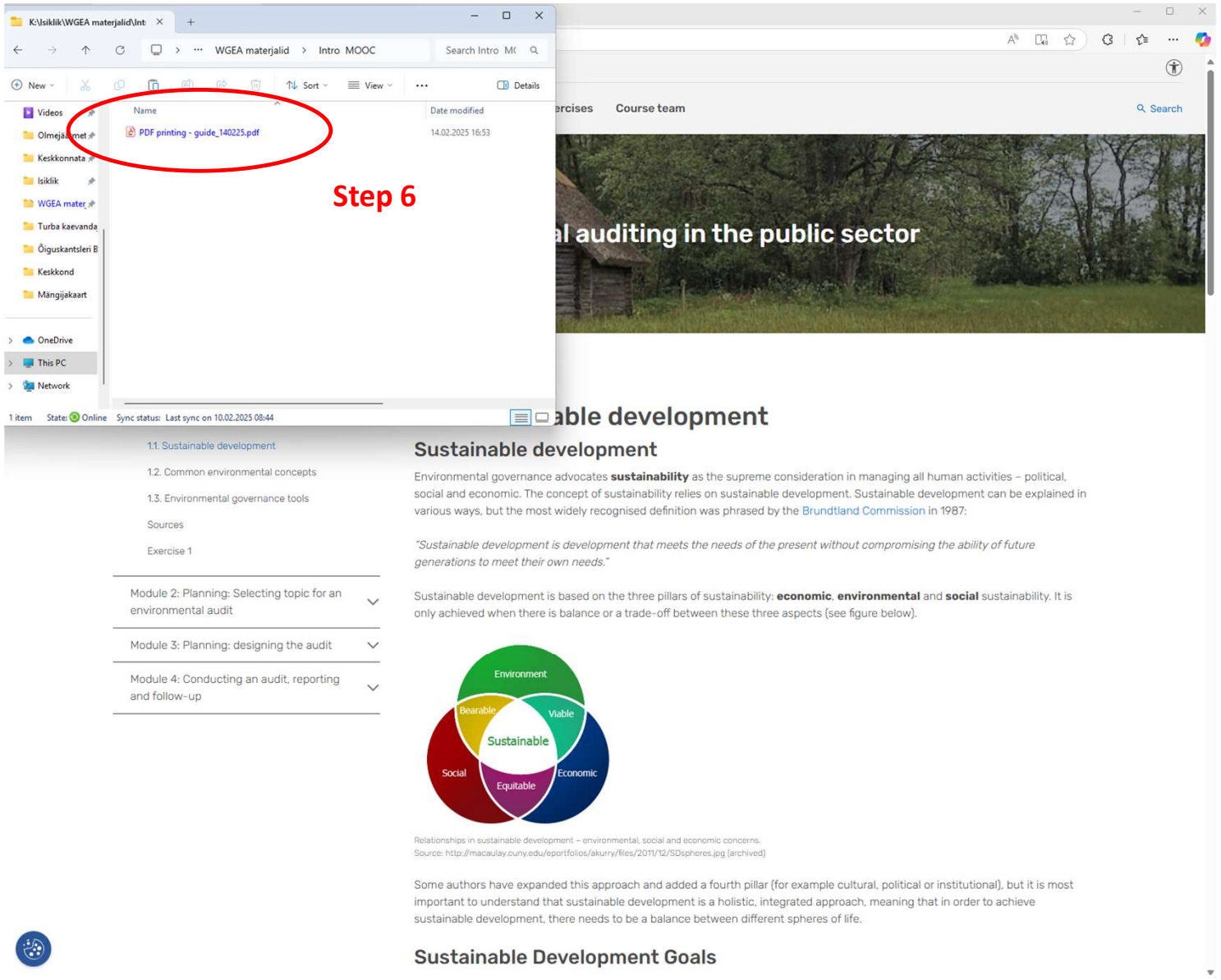
Step 3:
Choose „*Printer*“ and „*Microsoft Print to PDF*“ (Microsoft Edge) or „*Destination*“ and „*Save as PDF*“ (Google Chrome)

*Step 4:*
Press *„Print“*(Microsoft Edge) *or „Save“ (*Google Chrome*)*



Step 5:
Choose the folder where to save the file



Step 6:
Open PDF document from the folder