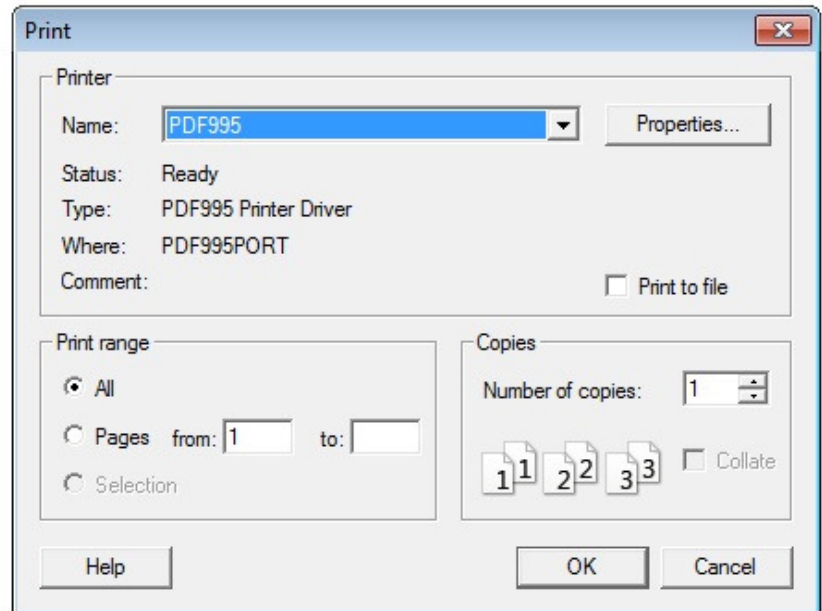


# Exporting a copy of your drawing to PDF format

For “Planning Portal” purposes or to send your drawing to a client without them being able to change it in anyway, it would be better to store your drawing as a **PDF** (Portable Document Format). For this we use the ‘**PDF 995**’ printer driver.

Open the drawing & select **PRINT**. Click on the **Black Pens** option & click **OK** to produce the pop-up to the right.



Where the printer name appears, click on the down arrow & select ‘**PDF995**’ as above. Select **Properties** to set the orientation, (portrait or landscape) then go to **Advanced** & set the **Paper Size** option to match the sheet size of the drawing. Press **OK** three times to produce a file browser pop-up. Here you need to choose the location on your PC that you want to export the PDF file to & also create a file name at the bottom of the window. Once these two options have been chosen click **Save**.

