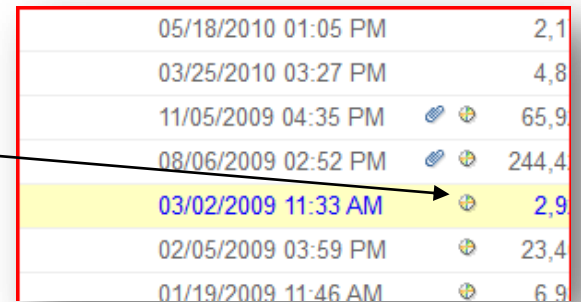


# Converting Lotus Notes Messages/Folders to PDF documents on PCs (will not work on a Mac)

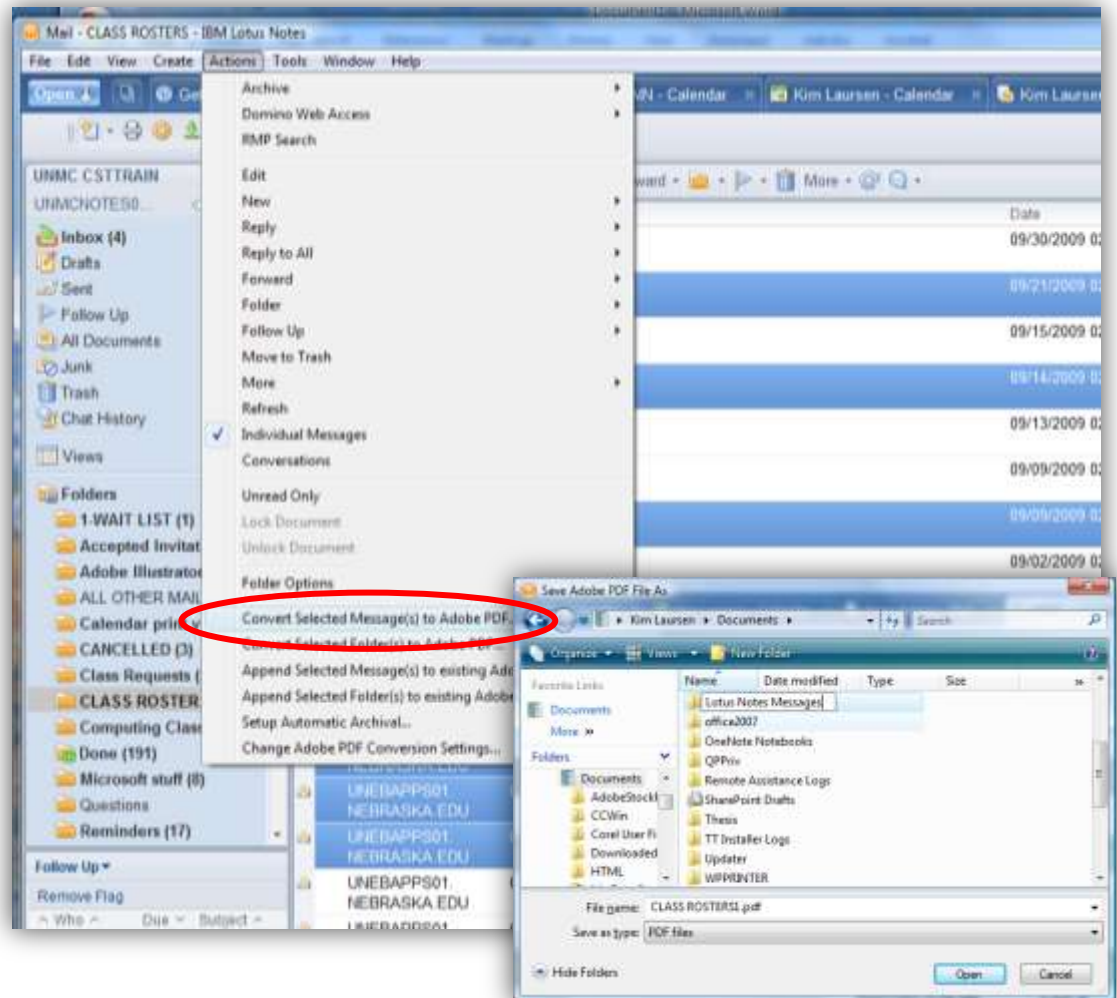
*Adobe Acrobat 9 or later must be installed on your workstation*

**Note:** Archived messages (indicated with a CD icon next to the date/size fields) will not be converted. You must first open those messages which will remove it from the archive and then follow the procedures below.

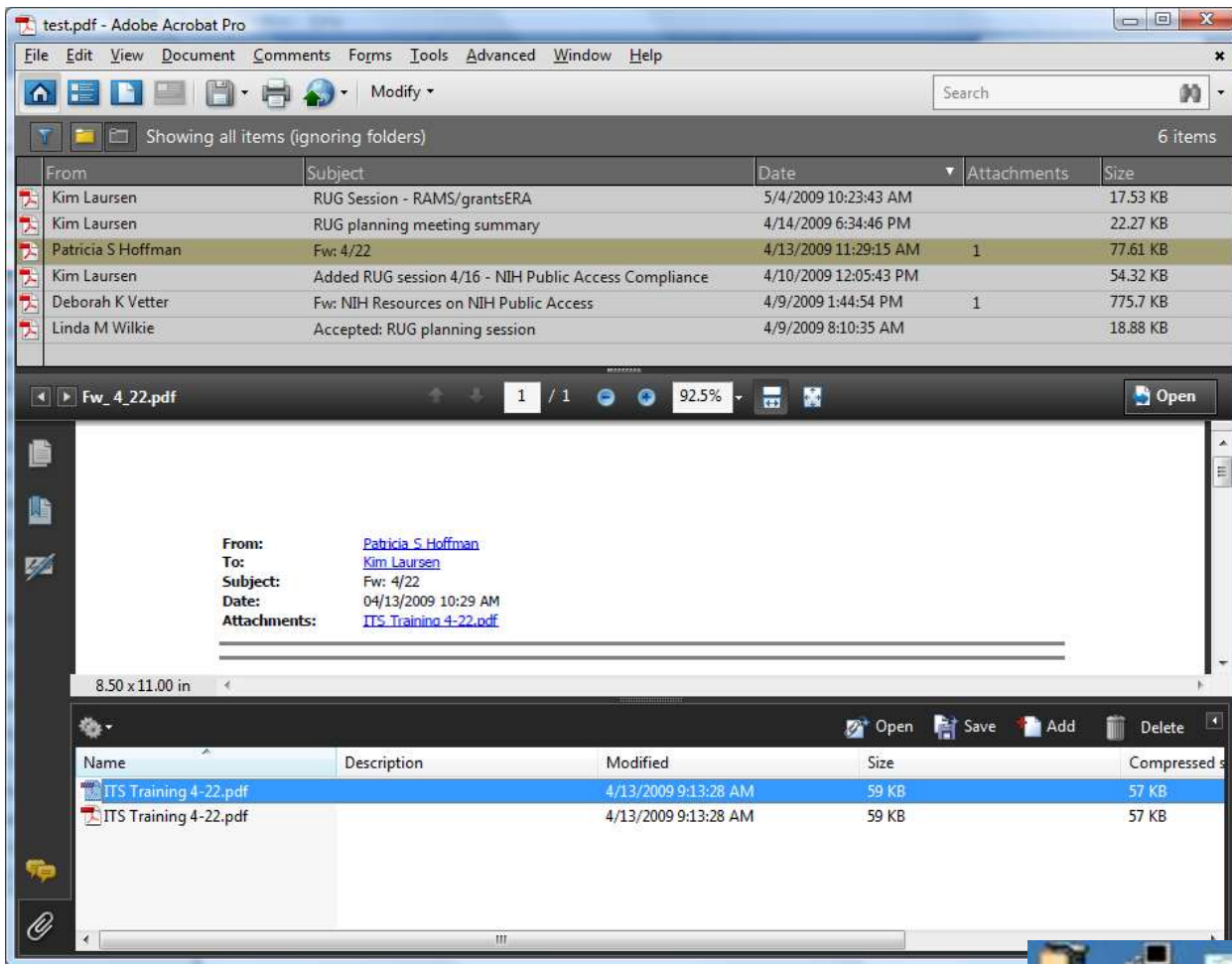


05/18/2010 01:05 PM	2,1
03/25/2010 03:27 PM	4,8
11/05/2009 04:35 PM	65,9
08/06/2009 02:52 PM	244,4
03/02/2009 11:33 AM	2,9
02/05/2009 03:59 PM	23,4
01/19/2009 11:46 AM	6,9

1. From your mail screen, select files you wish to convert to PDF. To select multiple messages, use Shift key to select contiguous messages and the CTRL key to select random messages. (If your Notes screen displays checkmarks next to messages, you can select by placing a check in the column to the left of the message.)
2. From Lotus Notes menu, select Convert Selected Messages to Adobe PDF.
3. You will be prompted for a filename of the PDF. Save the file in a location you will be able to find easily. Saving onto a UNMC network drive will be backed up regularly. You may want to create a folder specifically for these files. Click Save to continue.
4. You will see the progress on the screen of the PDF being created and the file will open when completed.



5. You will see the list of messages at the top of the document with each message on a separate page.



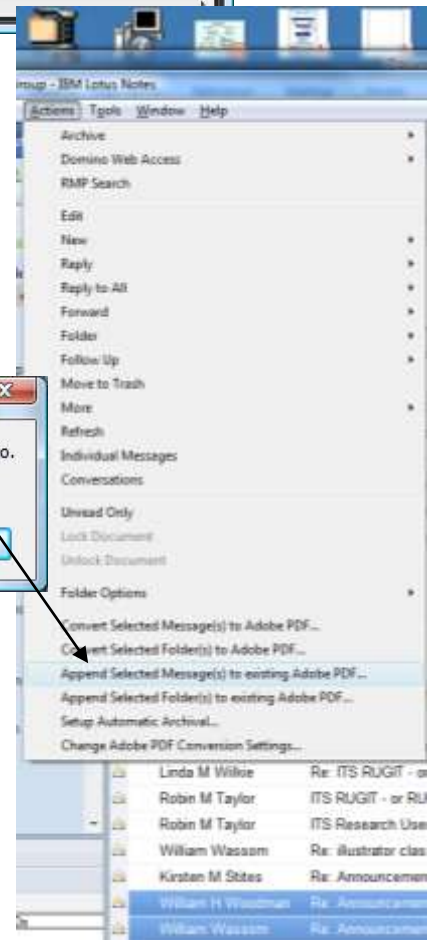
If the message contains attachments, they will be listed in the Attachments column (if you are using Acrobat 9 or later). You can view attachments by clicking on the paper clip in the lower left corner of the screen.

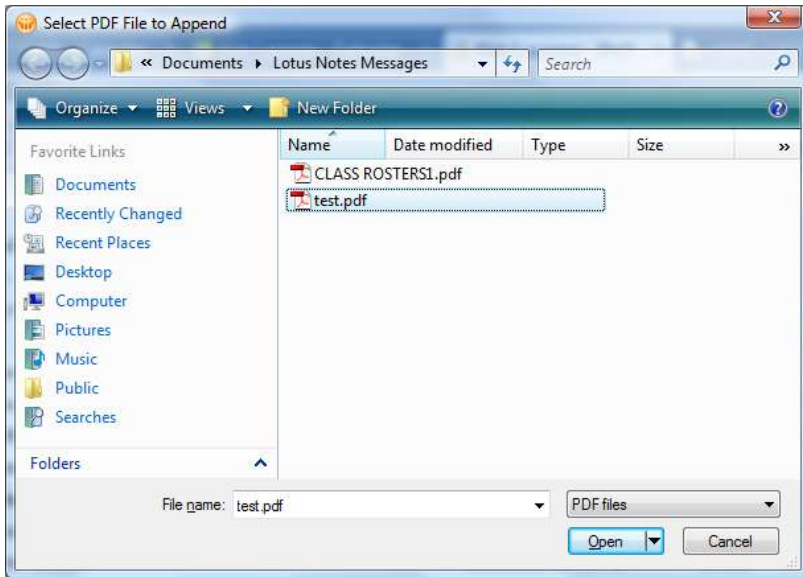
If you wish to add messages to an existing PDF, select the messages and select Actions > Append Selected Message(s) to existing Adobe PDF...

You'll see this screen. Click OK

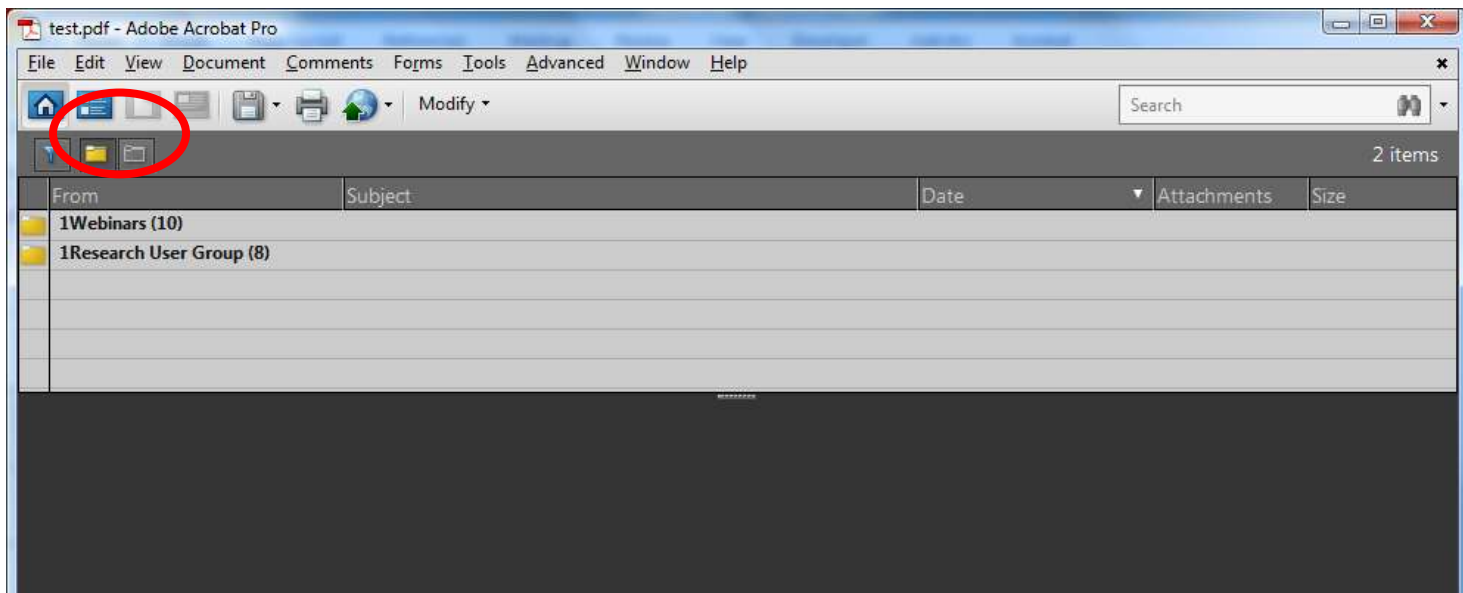


Select the PDF file and click Open. The messages will be added to the PDF file.





The default view in the PDF file is showing all items ignoring folders. To view individual folders, click the folder icon at the top of the list. You can also filter messages.



**NOTE:**

The messages remain in your Lotus Notes database until they are deleted.

If you have an older version of Adobe Acrobat (prior to 8) installed, you can save your messages to adobe acrobat by selecting the messages and from the Notes menu, select File > Print and select the Adobe PDF. This will **NOT** include attachments or a list of messages appearing at the top of the PDF file, however each message will be on a separate page.