

## **Saving Outlook Files to PDF**

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Is there a way to take a folder of saved emails I have in my outlook and save them wholly as a pdf? I don't want to go in and save each one individually?

How can I do this and also preserve all the attachments as pdf and put all the emails in one pdf in date order?

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My older version of Adobe Acrobat Pro (ver. 8) has that function. So does Nitro PDF, IIRC.

Scott I. Barer, California

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I haven't had outlook for awhile but it seems like when I did, there was a plug-in with Adobe that allowed you to easily do what you wanted. I think I had adobe standard, although it could have been professional.

Now, if anyone knows how to do the same thing in google business apps, I would appreciate it. Having to open and print to pdf individually makes me want to put outlook on just for that one task.

Patricia L. Dennis, Illinois

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How about for Mac Mail?

William B. Richards

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Ctrl and highlight the emails and select "Convert to Adobe PDF."

Susan K. Ashabraner, California

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This is also how I'd batch process a bunch of emails into pdf. Also, selecting a dozen emails and printing them to the virtual pdf printer has the same result.

Rick Bryan, New York

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## SoloSez Popular Threads, June 2013

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Our Colorado Bar Association Law Practice Management guru just shared this tip with us. If you have the full version of Adobe installed there is the PDF Maker add-in that you can add to Outlook. Use the view option to add to the toolbar. You can then right click on your folder and it will save all the messages in the folder including attachments as individual pdfs in a portfolio. When you need to add another message to the folder you can right click and choose "append" and that message will be added to your folder. I believe you can then order the files any way you would like. Hope this helps.

. A. Taylor-Hunt, Colorado

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Another program that does this very slickly is PDF Converter Pro. It allows you to select an entire folder or individual e-mails and then choose whether to print them as separate pdfs or a single pdf, whether to include or exclude attachments and allows you to select whether you want attachments converted to pdf or kept in their native format (which I prefer). It is also an add-in to Outlook. There is a Mac version of the program, so I suspect it would do the same or similar for Mac Mail.

In Google apps, you may have to just print them all to a pdf printer. There are all kinds of free pdf printers out there, or some software programs (e.g., QuickBooks) install one. I used to use CutePDF Writer, which is freeware for personal or commercial use.

Stephanie Hill

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