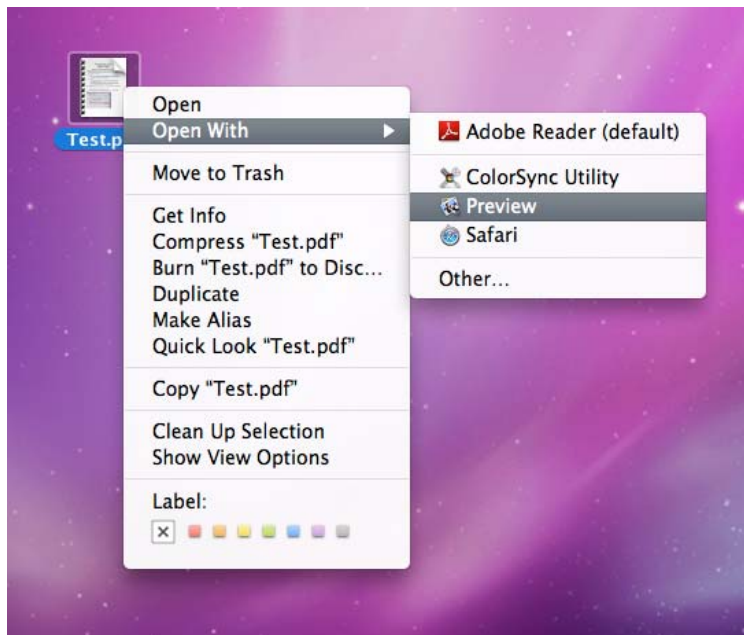


Printing Your Leave Notice on a Mac

Leave Notices issued by Human Resources arrive in your email in a .PDF format. Based on their formatting, they do not print while using Adobe Reader to view them. Instead, you should be able to print it using Preview (which comes pre-installed on all Macs). Directions to do so are below.

- 1) Save the document to your computer. You can do so by opening the attachment and saving it or by right-clicking (Control + click) it and selecting "Save file as..." Remember where you save it on your computer.
- 2) Find where you saved it on your computer and right-click (Control + click) on it and select "Open With" and then "Preview"



- 3) This will open the .PDF in Preview and will allow you to print it.
- 4) Alternatively, you can open Preview through your Applications and open the .PDF.

