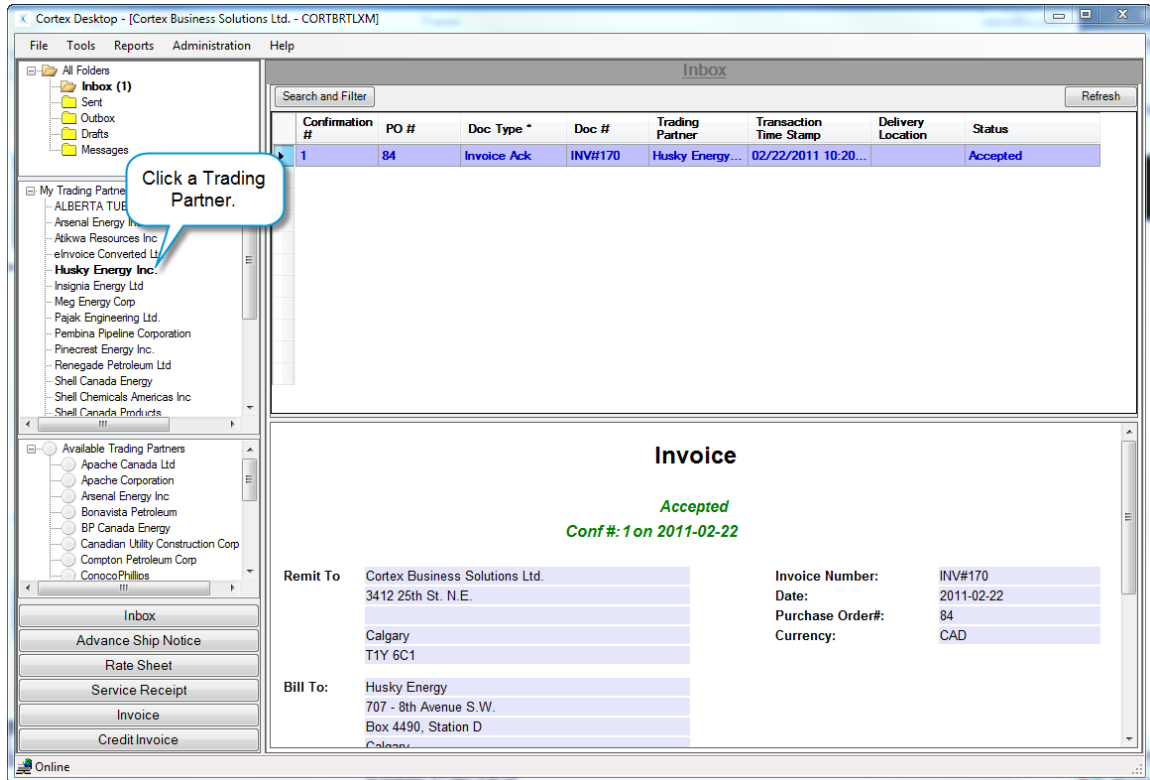


How to Print to PDF

Document Version VA1

To print a document to PDF:

- 1 Click on a Trading Partner from your list of Trading Partners.



The screenshot shows the Cortex Desktop application interface. On the left, there is a navigation pane with 'My Trading Partners' and 'Available Trading Partners' lists. A callout bubble points to 'Husky Energy Inc.' in the 'My Trading Partners' list. The main window is titled 'Inbox' and contains a table with the following data:

Confirmation #	PO #	Doc Type *	Doc #	Trading Partner	Transaction Time Stamp	Delivery Location	Status
1	84	Invoice Ack	INV#170	Husky Energy...	02/22/2011 10:20...		Accepted

Below the table, the 'Invoice' window is displayed, showing the following details:

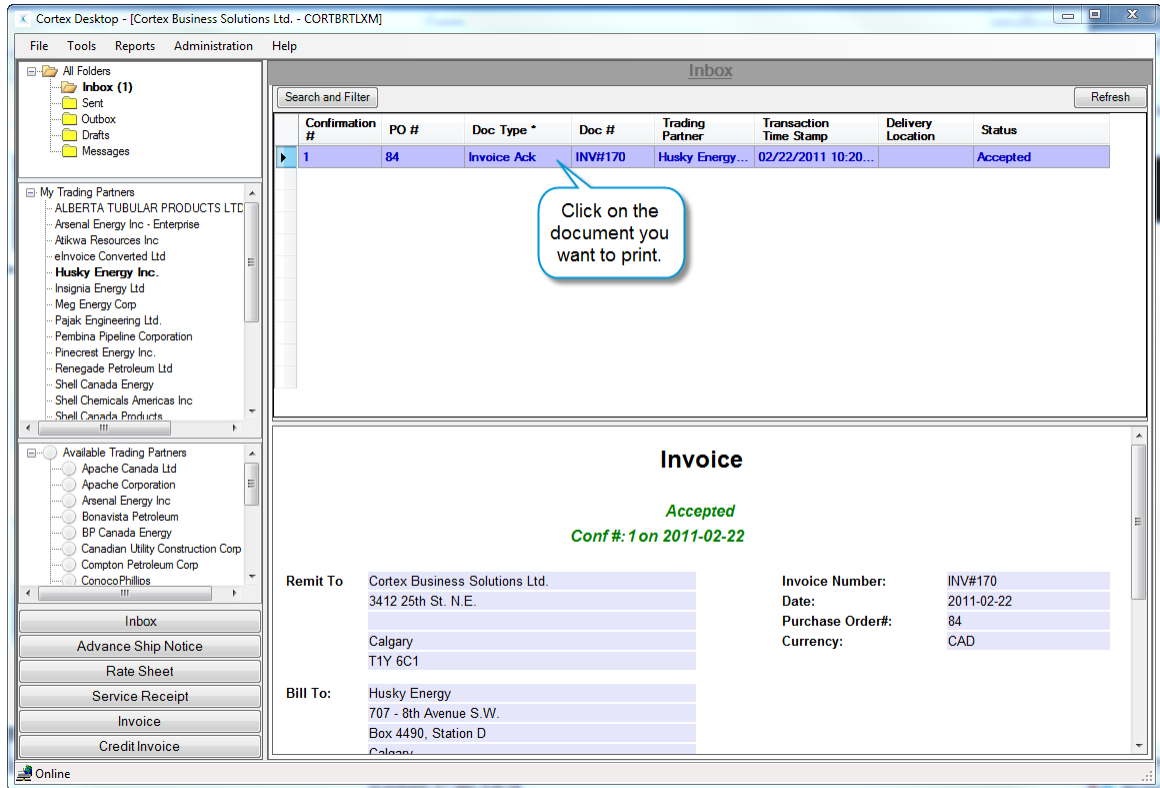
Invoice
Accepted
Conf #: 1 on 2011-02-22

Remit To: Cortex Business Solutions Ltd.
 3412 25th St. N.E.
 Calgary
 T1Y 6C1

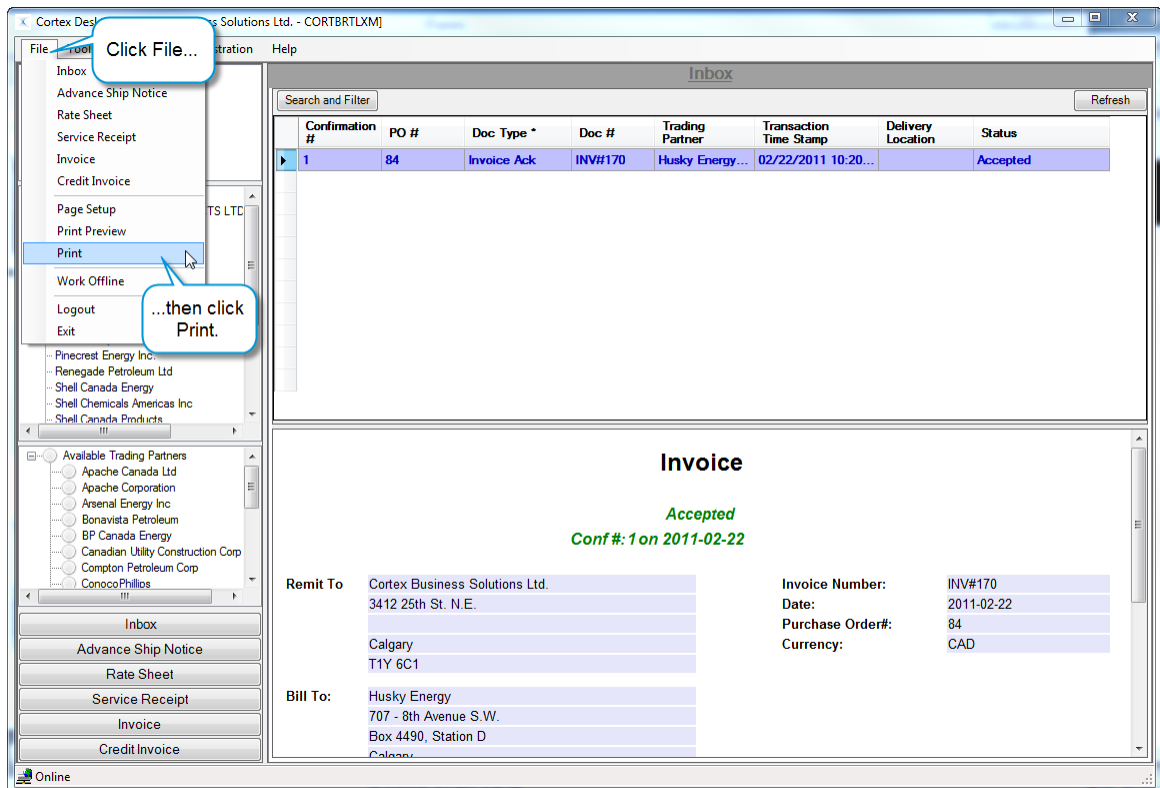
Invoice Number: INV#170
Date: 2011-02-22
Purchase Order#: 84
Currency: CAD

Bill To: Husky Energy
 707 - 8th Avenue S.W.
 Box 4490, Station D
 Calgary

2 Locate and click on the document you would like to print.

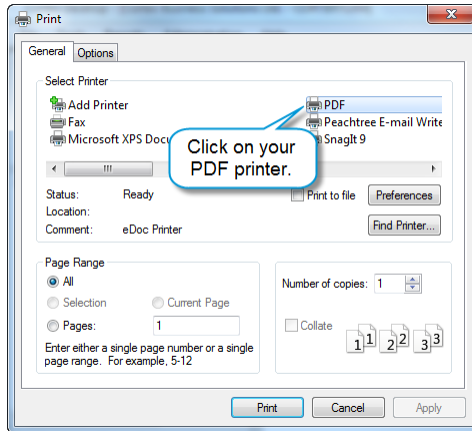


3 From the **File** menu, click **Print**.

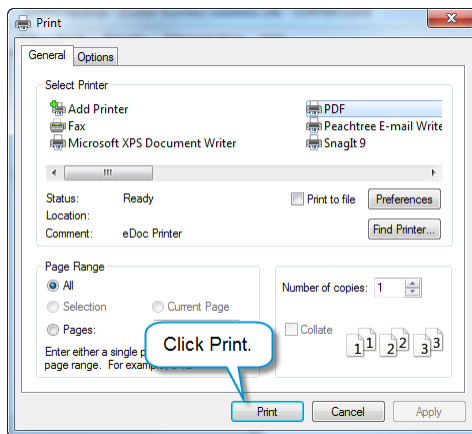


The Print window opens.

- 4 In the **Select Printer** area of the Print window, locate and click on your PDF printer.



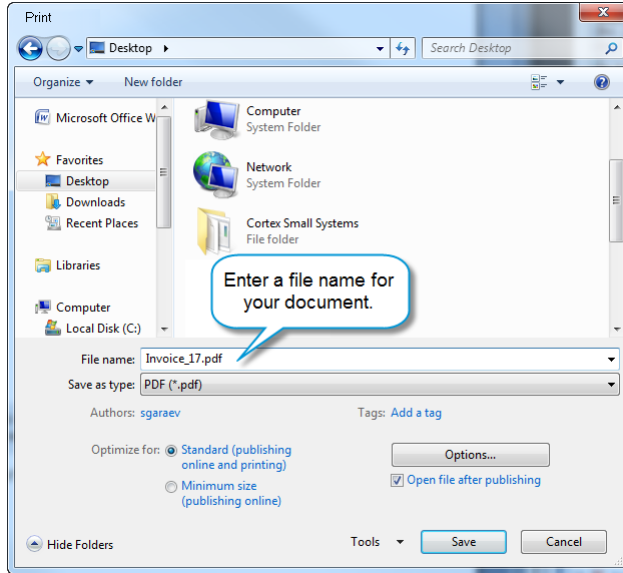
- 5 Click the **Print** button.



A print-to-file options window opens.

NOTE The appearance of the print-to-file options window as well as the fields it contains may be different depending on which PDF writing software is installed on your computer.

- 6 In the **File Name** or **Document Title** field of the PDF options window, enter a name for your document.



- 7 Click **Save**.