

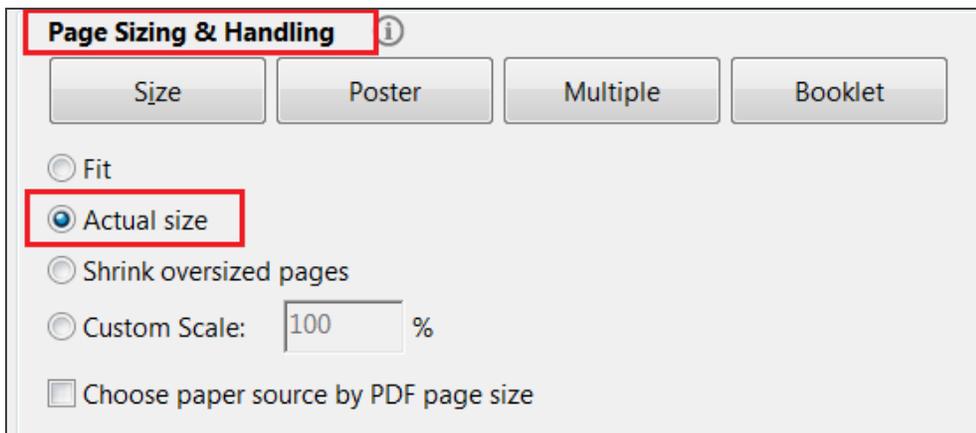
# PRINTING THE TAX RETURN PDF

Users have the ability to create PDF print files of tax returns in the application. Use the **Send to PDF** option in **File > Print Entire Return** or **File > Preview Return** in the tax application to create the PDF.

 We recommend that you upgrade to the latest version of Adobe Reader.

## PRINTING THE TAX RETURN PDF

1. Locate the PDF created by the tax application on your local drive.
2. Double-click to open in Adobe Reader.
3. In Adobe Reader, select **File > Print**.
4. By default, the **Shrink oversized pages to paper size** setting in Adobe Reader is selected. Jurisdictions requests that all PDFs be sent to a printer as **Actual Size** and request that tax returns not be printed using **Shrink to Fit** options.
5. In the **Page Sizing & Handling** area, change the option to **Actual Size**.



**Figure 1**

6. To print a hard copy of the PDF, click **Printer** in the drop-down box at the top of the **Print** dialog.

2 **Printing the Tax Return PDF**  
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7. Select your printer.



**Figure 2**

8. Click the **Print** button at the bottom of the **Print** dialog.

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