



How to Print to Adobe Distiller

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Proposal ID: 0092321/GELS/P22042004120925						
Financial	Life Plans (FLP)	View	Pending Uploading			
Benefit III	ustration & Product Summary (BIPS)	View	Pending Uploading			
Proposal		View	Pending Uploading			
Life Plan	ner's Confidential Report	View	Pending Uploading			
Refresh						

1. Click on [view] button for Financial Life Plans (FLP)



- 2. Double-click on the PDF document using the left-mouse button
- 3. Press [Ctrl] + [P]





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- 4. Select Acrobat Distiller under printer name
- 5. Press [OK] button

Save PDF File As		? ×
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6. Save the file onto your *desktop* by selecting the dropdown menu under save in.





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7. Rename the file name 0092321GELSF22042004120901.pdf to something more meaningful, for example your client's name **Daniel Lo-FLP.pdf**

File Name Format	Proposal Pack Type	
Daniel Lo-FLP	FLP	
Daniel Lo-BIPS	BIPS	
Daniel Lo-PROPOSAL	PROPOSAL	
Daniel Lo-ACR	AGENT CONFIDENTIAL REPORT	



8. Click on [Save] button







9. You have successfully save a copy of the FLP onto your desktop 10. Repeat all the above steps for BIPS, PROPOSAL and ACR







- 11. Once completed, you may start emailing all the PDF files (FLP, BIPS and PROPOSAL) that are available on your desktop to your client.
- 12. After emailing, you may want to delete all the PDF files on your desktop or you may want to do your own e-filing by backing up the PDF files into your document folder or portable drive (CD-RW or thumb drive).