

# iTWOcx – Save Contract/ Subcontract Email as .pdf

Email messages that include a Contract/ Subcontract can be saved as a .pdf (portable document format) file type.

**IMPORTANT: The email you receive from Mirvac is in Landscape format. Email print settings, are usually configured to print in Portrait. If this is the case, change your print settings to print in Landscape.**

**If the Page Layout is not changed to print in 'Landscape' then this will result in the right side of the Subcontract/ Contract being omitted from the saved version.**

This Quick Reference Guide includes step by step instructions to save an email as a .pdf for both GMAIL and Microsoft Outlook. The instructions may differ slightly dependant on the email software you use.

**To save a Contract / Subcontract email as a .pdf file type update two print settings:**

- The print destination should be set to **Save as PDF**.
- The print settings should be set to print in **Landscape**.

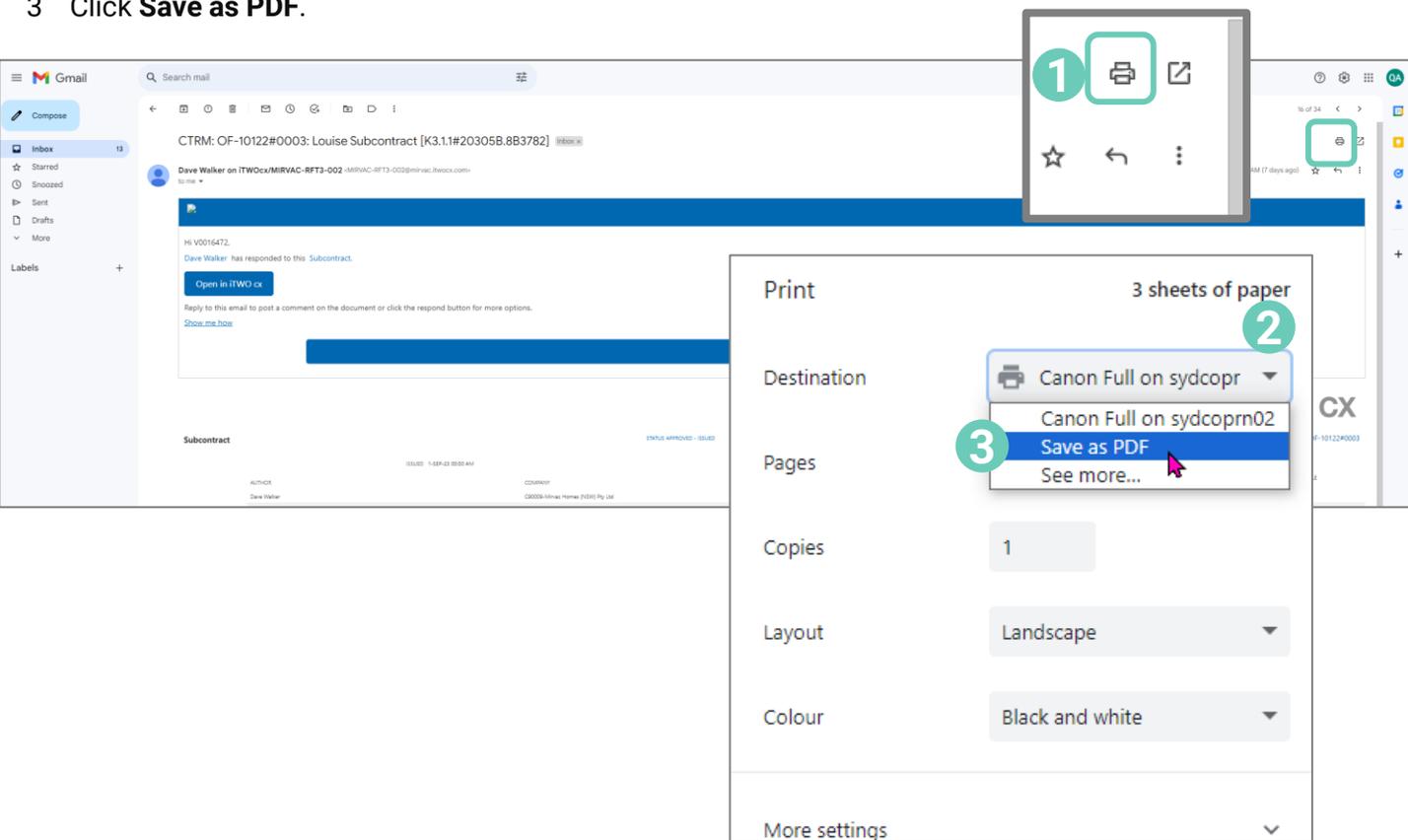
## Do you use GMAIL?

To save the Mirvac Subcontract /Contract email as a .pdf file type complete the following steps.

### Change the Printer Destination

HINT: The Printer Destination should be set to 'Save as PDF'.

- 1 Click **the Print icon**.
- 2 Click **the Destination** down arrow to change the Destination to 'Save as PDF'.
- 3 Click **Save as PDF**.



# iTWOcx – Save Subcontract Email as .pdf

## Change the Page Layout

Change your print settings to print in Landscape.

If the Page Layout is not changed to print in 'Landscape' then this will result in the right side of the Subcontract/ Contract being omitted from the saved version.

- 1 Click the **Layout** down arrow to change the page layout to **Landscape**.
- 2 Click **Landscape** option.
- 3 Click **Save**.

18/09/2023, 15:27      Gmail - CTRM: OF-10122#0003: Louise Subcontract [K3.1.1#20305B.8B3782]

Gmail      QA Tester <rib.vendor@gmail.com>

**CTRM: OF-10122#0003: Louise Subcontract [K3.1.1#20305B.8B3782]**  
1 message

Dave Walker on iTWOcxMIRVAC-RFT3-002 <MIRVAC-RFT3-002@mirvac.itwoocx.com>      Mon, Sep 11, 2023 at 11:55  
Reply-To: MIRVAC-RFT3-002@mirvac.itwoocx.com  
To: "rib.vendor@gmail.com" <rib.vendor@gmail.com>

Hi V0016472,  
Dave Walker has responded to this Subcontract.  
Open in iTWO cx

Reply to this email to post a comment on the document or click the respond button for more options.  
[Show me how.](#)

Respond

**Subcontract**      STATUS APPROVED - ISSUED      REF: CTRM: OF-10122#000

ISSUED: 1-SEP-23 09:00 AM

AUTHOR	COMPANY	ADDRESS	PHONE	FAX/MOBILE
Dave Walker	CR0009-Mirvac Homes (NSW) Pty Ltd	MPC Demo Address, 123 Green Road, Sydney, 2000	07 1111 4444	
<b>COLLABORATORS: ACTION</b>				
V0016472 User	Arc (WA) Pty Ltd	302/ 26 CHARLES ST SOUTH PERTH WA 6051		
<b>INFO</b>				
AI ADM staff	AI ADM staff			
AI DEV staff	AI DEV staff			
<b>GM Design Management and Construction: #0057-Mirvac (WA) Pty Limited (ABC SITE)</b> Mirvac Construction Demo Address, 75 Red Road, Manly, 4178      07 1111 1111				
(Data & Analytics 3)	Mirvac API			
(Data & Analytics 4 PowerBI)	Mirvac API			
(Data Reporting)	Mirvac API			
(Tech Voyager)	Mirvac API	Level 28, 200 George St, Sydney, NSW, 2000	+61 2 9000 8000	

https://mail.google.com/mail/u/0/?ik=67fad12869&view=pt&search=all&permthid=thread-f:1776704413115757467&simpl=msg-f:17767044131157... 1/3

Print      3 pages

Destination: Save as PDF

Pages: All

Layout: Portrait

More settings

Save      Cancel

## Save the email as .pdf

HINT: Do not change the file name. It includes the Contract number which identifies the contract and is the number you should include on your invoices.

- 1 Click **Save**.

Organise      New folder

Name	Date modified	Type	Size
Today (1)			
Gmail - CTRM_OF-10122#0003_Louise S...	18/09/2023 2:52 PM	PDF Document	295 KB

File name: Gmail - CTRM\_OF-10122#0003\_Louise Subcontract [K3.1.1#20305B.8B3782].pdf

Save as type: PDF Document (\*.pdf)

Hide Folders      Save      Cancel

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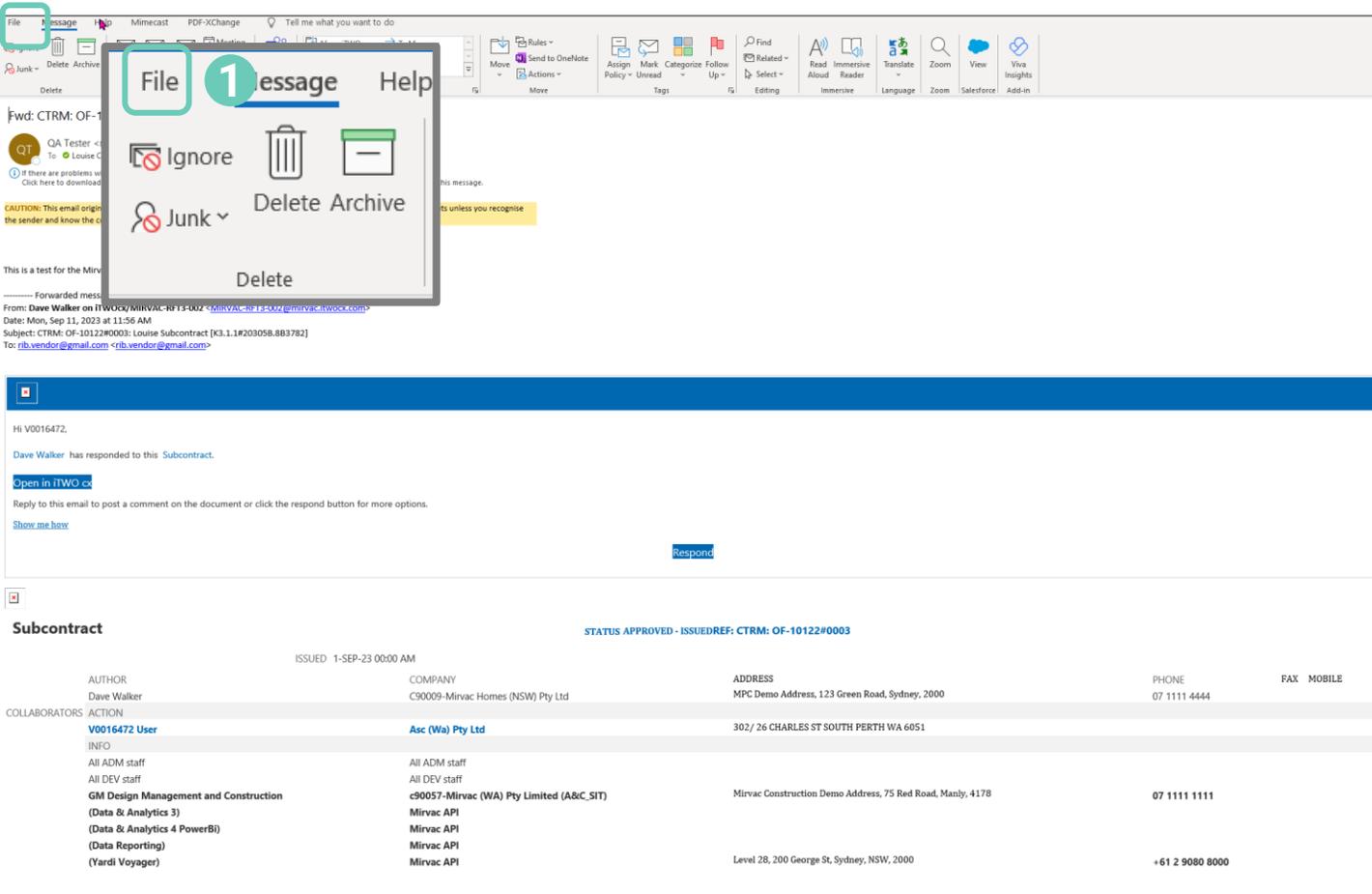
## Do you use Microsoft Outlook?

To save the Mirvac Subcontract /Contract email as a .pdf file type complete the following steps.

### Change the Printer Destination

HINT: The Printer Destination should be set to 'Save as PDF'.

#### 1 Click File.

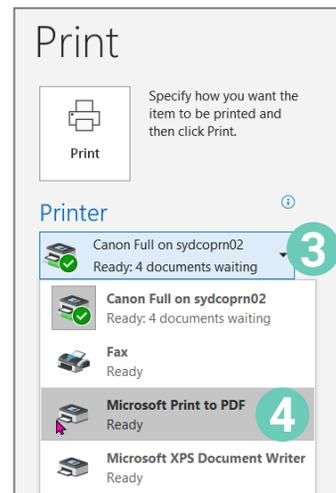


#### 2 Click Print.



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- 3 Click the **Destination** down arrow to change the Destination to **Microsoft Print to PDF**.
- 4 Select the **Microsoft Print to PDF** option or the PDF option offered by your organisation.



## Change the Page Layout and save email as .pdf

HINT: Change your print settings to print in Landscape.

If the Page Layout is not changed to print in 'Landscape' then this will result in the right side of the Subcontract/ Contract being omitted from the saved version.

- 1 Click **Print Options**.
- 2 Click **Page Setup**.
- 3 Click **Paper**.
- 4 Select the **Landscape** button.
- 5 Click **OK**.
- 6 Click **Print**.
- 7 **Add a file name (HINT: Copy and paste the email subject line and use this as the file name).**
- 8 Click **Save**.

