

How to export a note or invoice to PDF

Here are some quick tips to help you export and save a Note or Invoice as PDF (email, print or save to device).



Written by eNoteFile Team

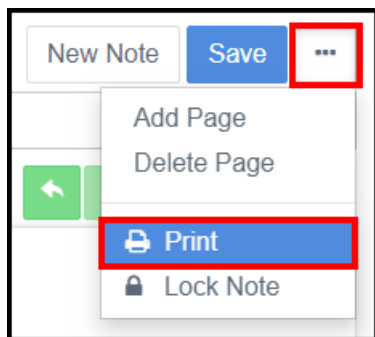
Updated over a week ago

1. Log into eNoteFile

[Log in](#) and go to **Client or Invoice** then click on the Note or Invoice you would like to export as a PDF.

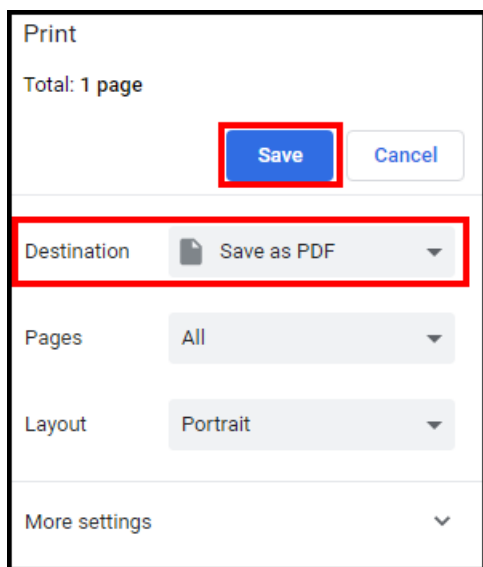
2. Export a Note Example

Once you have selected the client, click on the note you would like to export. Once the note is open, click on the three dots and select **Print** to export the Note.



3. Save as PDF

Set the destination as **Save as PDF** and click **Save**. The Note will be saved to your device.

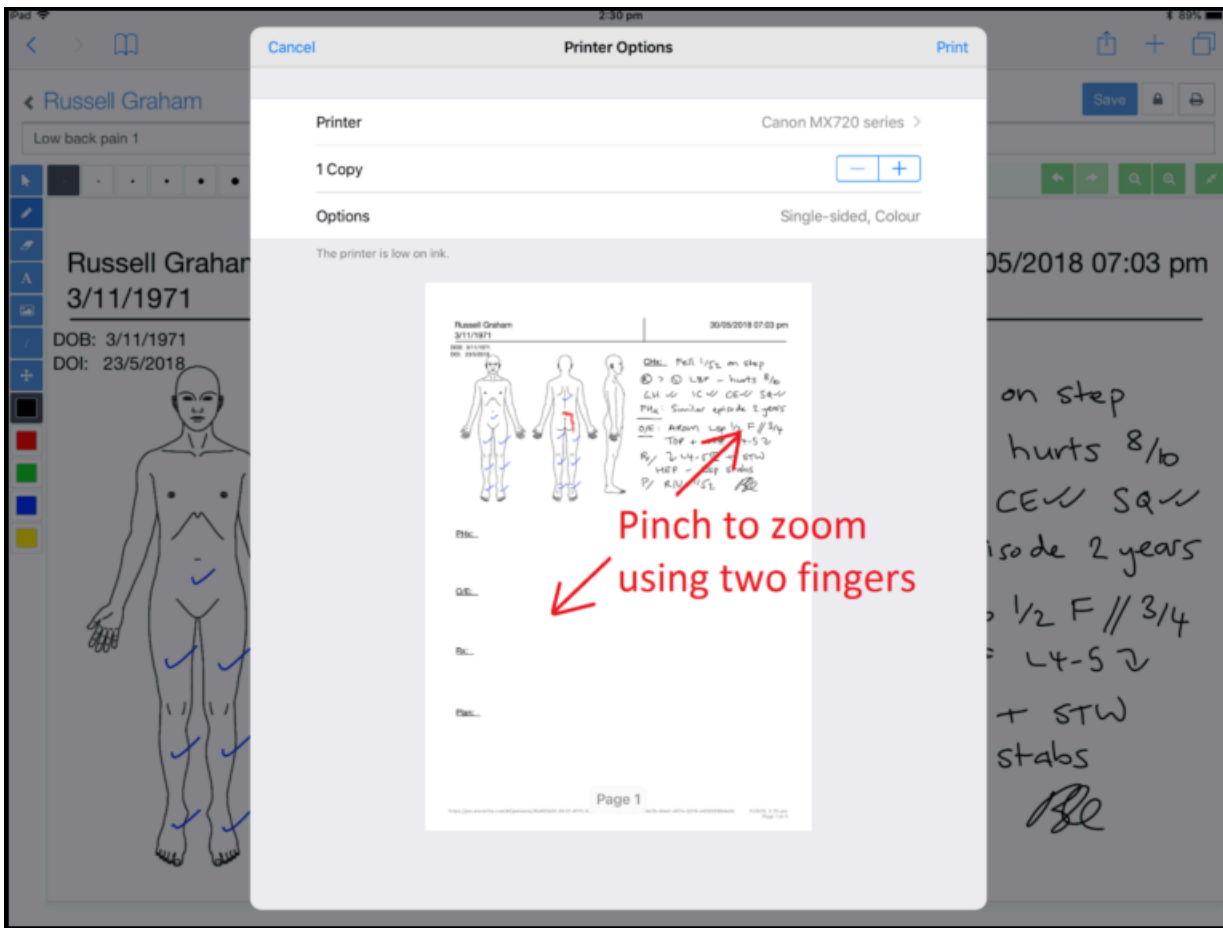


4. Send PDF

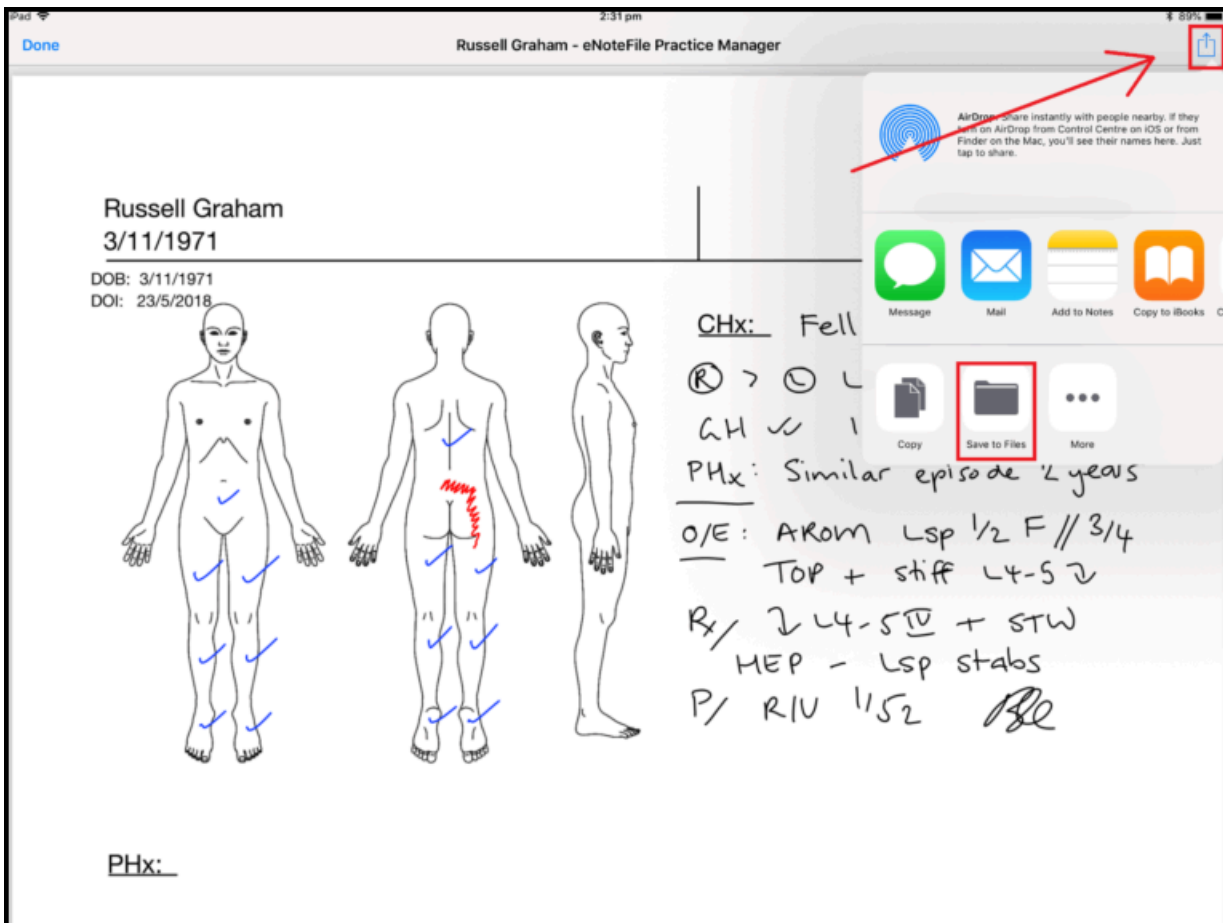
Now you can download the PDF and email it to the intended recipient.

Apple iPad

On an Apple device? No problem. Once you've clicked print, use two fingers to pinch and zoom on the preview image.



Tap the **Share** button. Choose **Save to Files** and browse to a location (e.g. iCloud) to save the PDF.



Tips:

Email: Instead of choosing **Save to Files**, you can also choose from one of the apps (e.g. Message or Mail) to automatically add the PDF as an attachment to an email or message.

Time stamp header and footer: The time stamp and url is inserted by the browser. For example, when printing in Chrome, you are able to remove them. Click on **More Settings** and un-check **Headers and Footers**.

