# Objective 5—Save and output the job as a PDF file

1. Perform one of these actions:
    - From the **File** menu, select **Save**.
    - In the Pandora toolbar, click the **Save** icon 💾.
2. In the Save As dialog box, locate the folder where you want to store your activity files.
3. In the **Save As** box, type the name `MarksPractice` and click **Save.**
4. Perform one of these actions:
    - From the **File** menu, select **Print**.
    - In the Pandora toolbar, click the **Print** icon 🖨.
5. In the Print Job dialog box, select **PDF File** in the **Destination** list and click **Print**.
   Note: For the purpose of this training, you generate PDF files as output.
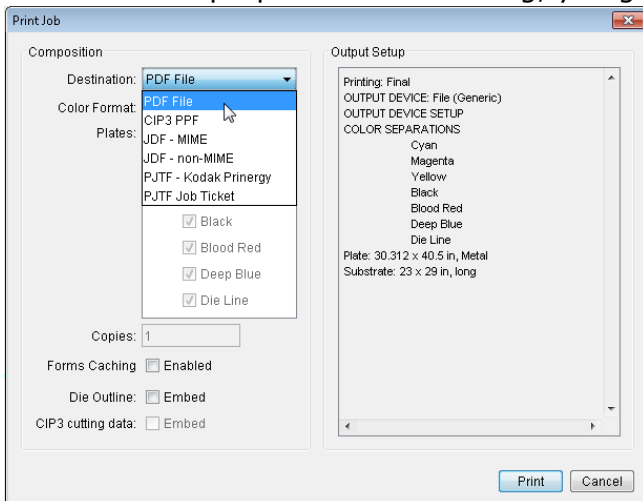
6. In the Print File dialog box, locate the folder where you want to store the PDF file.
   It is recommended to save the PDF file in the same location that activity jobs are being stored.The location of an activity job folder was discussed in Activity 2. See that section to review where you chose to store your activity jobs.
   In the **Save As** box, type the name `MarksPractice` and click **Save**.
7. Close the MarksPractice job and minimize the Pandora window.
8. Locate the activity job folder where you stored your MarksPractice job and the PDF output file, and open the PDF file.
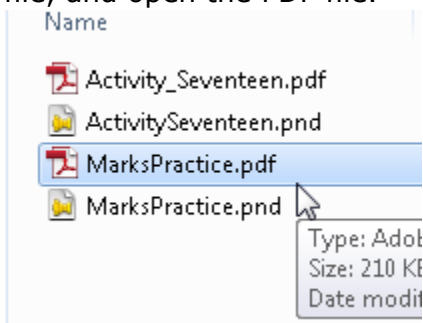
9. Proof the final output PDF file.