



Print to PDF – Temporarily Set “Microsoft Print to PDF” as Your Default Printer

Windows 11 Step-by-Step Guide

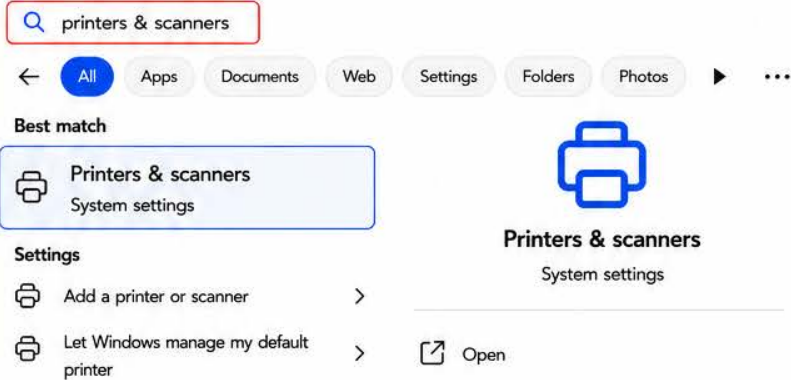
Use this guide when you need to save a document as a PDF from EPIC or another Windows application.

1 Open Printers & scanners

Click the Search icon  on the taskbar and type:

Printers & scanners

Select “Printers & scanners” from the search results.



2 Select Microsoft Print to PDF

Locate and click:

Microsoft Print to PDF

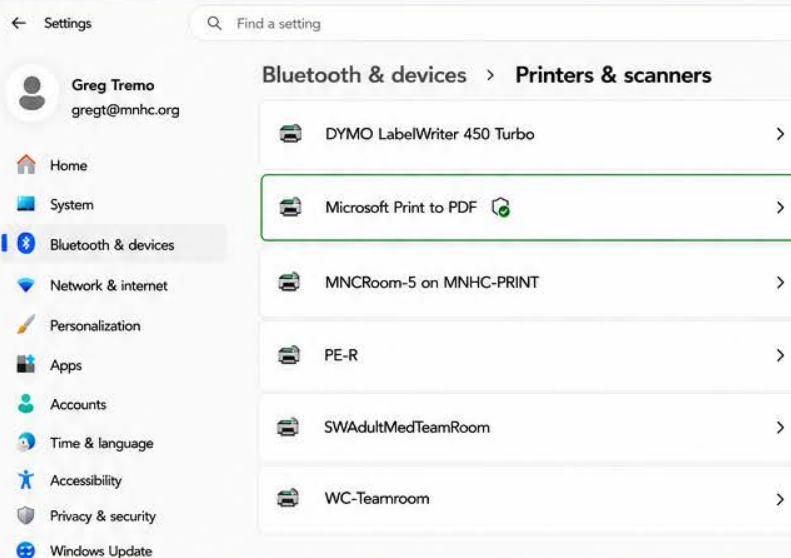
! IMPORTANT

Before continuing, make a note of your current default printer.

Examples include:

- PE-R
- SWAdultMedTeamRoom
- WC-Teamroom

You will restore this printer after creating your PDF.



3 Click “Set as default”

Click the Set as default button.

Microsoft Print to PDF

is now your temporary default printer.



4 Print Your Document

Return to EPIC and print your document normally.

Instead of printing paper, Windows will prompt you to:

- ✓ Choose a location to save the file
- ✓ Enter a file name
- ✓ Click Save

Your document will now be saved as a PDF.



5 Restore Your Original Default Printer

Return to: [Bluetooth & devices](#) → [Printers & scanners](#)

Select your original printer.

Examples:

- PE-R
- SWAdultMedTeamRoom
- WC-Teamroom

Click **Set as default**.

Your normal printing has now been restored.



IMPORTANT

If you leave Microsoft Print to PDF as your default printer, future print jobs from EPIC and other Windows applications will be saved as PDF files instead of printing to your office printer.

Always restore your original printer after creating your PDF.



Finished Creating Your PDF?

- ✓ Restore your original default printer before printing again.

Need help changing your default printer?

dasmnhc.com/Set-Default-Printer

