

# Saving Your PDF as an XPS File

The Department of General Services/Forms Management Center's Forms Pilot effort will conclude on April 30, 2015. After this date, you will no longer be able to open any forms you've previously filled out and saved. **In order to access (open) your forms in the future, you must open and save each form as an .XPS file PRIOR to April 30, 2015.** Please follow the instructions below to save your Forms Pilot .pdf forms to the new file format.

## Saving Your .PDF as an .XPS File

Log-in and open any file saved through the Pilot program. The document should appear with your saved information in the appropriate boxes similar to the image below.

STATE OF CALIFORNIA - GENERAL SERVICES PROCUREMENT DIVISION  
**PURCHASING AUTHORITY PURCHASE ORDER**  
STD. 65 (REV. 7/2003)

**Important Note**

SHIP TO: 123 Riverfront road, West Sacramento CA 95605

BILL TO: 88567856

CONTRACT REGISTRATION NUMBER: 88567856

AGENCY ORDER NUMBER: [ ] AMENDMENT NO.: [ ]

DATE: [ ] PAGE OF PAGE: [ ]

SUPPLIER: The numbers identified above MUST be shown on Invoice & Packing Slip.

AGENCY BILLING CODE: [ ]

PURCHASING AUTHORITY NUMBER: [ ]

LEVERAGED PROCUREMENT AGREEMENT NO.: [ ]

INFORMATION TECHNOLOGY PROJECT IDENTIFICATION NUMBER: [ ]

AGENCY OR BUYER INFORMATION: AGENCY TRACKING/REGISTRATION NUMBER (Optional): [ ]

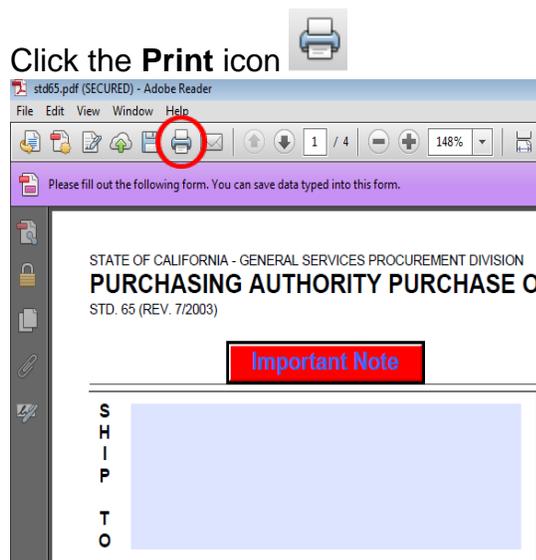
AGENCY NAME: [ ] CONTACT NAME: [ ]

CONTACT E-MAIL ADDRESS: [ ]

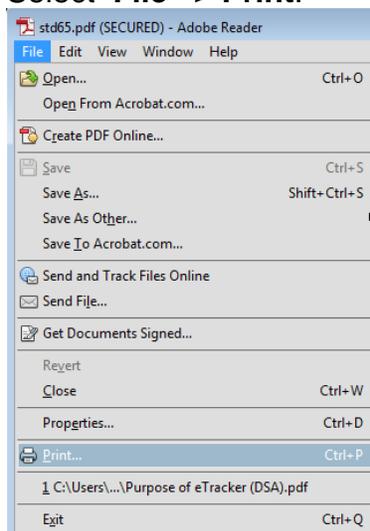
CONTACT PHONE NUMBER: [ ] CONTACT FAX NUMBER: [ ]

SUPPLIER CONTACT NAME: [ ] SUPPLIER PHONE NUMBER: [ ] SUPPLIER FAX NUMBER: [ ] SUPPLIER E-MAIL ADDRESS: [ ]

PAYMENT TERMS: [ ] CERTIFICATION NUMBER: [ ]  Certified Small Business  Certified Microbusiness EXPIRATION DATE: [ ]  Certified DVBE EXPIRATION DATE: [ ]



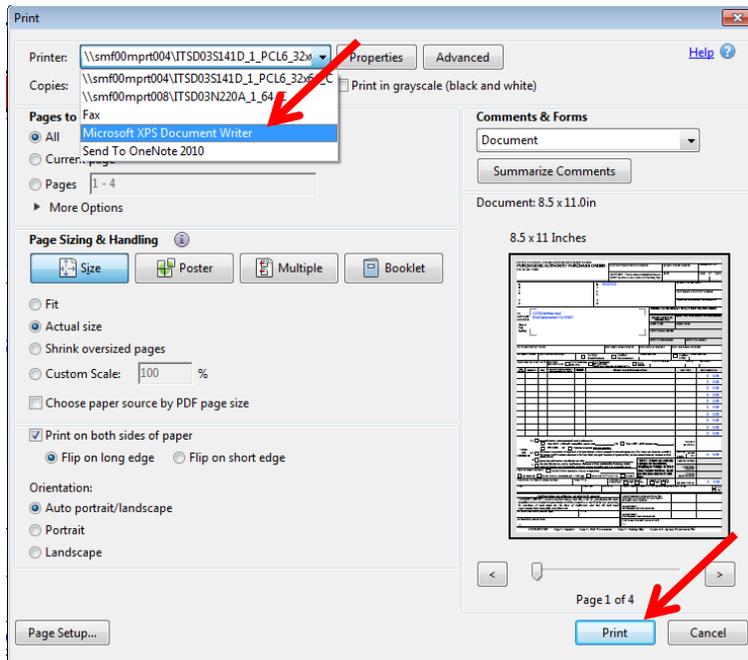
or Select **File** -> **Print**.



## Saving Your PDF as an XPS File

The **Print** window will appear.

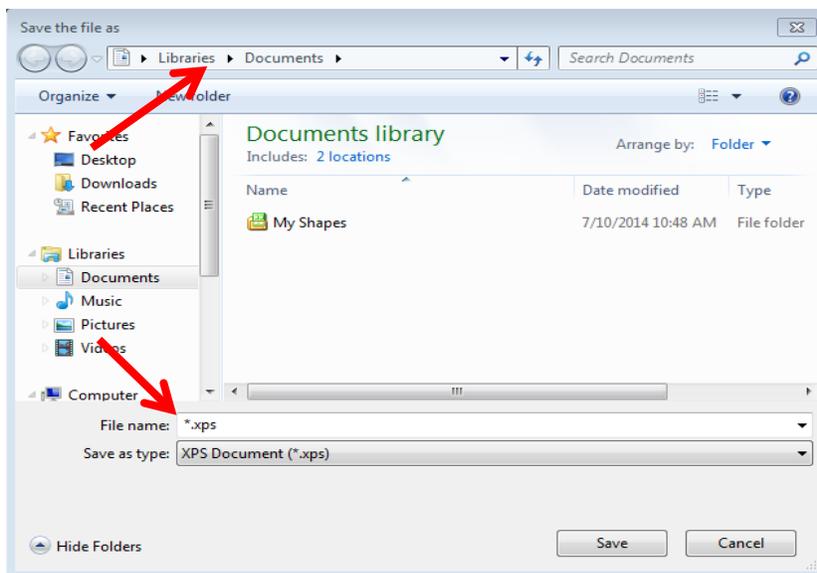
In the **Printer** drop-down box, select **Microsoft XPS Document Writer**. Then click **Print**.



The **Save the file as** window will appear.

Pick a destination to save your file and then name your file. Click **Save**.

The document was saved to your selected destination.



**Note:** You will not be able to edit or alter these forms once saved as an .XPS file.