- 1. OPEN YOUR SOLDIER TALENT PROFILE (STP) IN IPPSA USING MICROSOFT EDGE
- 2. CLICK ON "BACK" AT THE TOP OF THE PAGE
- 3. RIGHT CLICK ON SCREEN
- 4. SELECT "WEB CAPTURE"
- 5. SELECT "CAPTURE FULL PAGE" AT THE TOP OF SCREEN
- 6. CLICK THE SAVE ICON IN THE UPPER RIGHT OF THE SCREEN
- 7. SELECT "SAVE AS" AND SAVE IN A FOLDER
- 8. OPEN IMAGE FROM FOLDER
- 9. CLICK PRINT ICON IN UPPER RIGHT CORNER OF WINDOW
- 10. USE THE FOLLOWING SETTINGS
  - 1. PRINTER MICROSOFT PRINT TO PDF
  - 2. ORIENTATION LANDSCAPE
  - 3. PAPER SIZE LETTER
  - 4. PHOTO SIZE FULL PAGE
  - 5. PAGE MARGINS NORMAL
  - 6. FIT SHRINK TO FIT
- 11. CLICK "PRINT"

NOTE:

THE FOLLOWING IMAGES HAVE REDACTED FOR PRIVACY

- 1. CLICK ON "BACK" AT THE TOP OF THE PAGE
- 2. RIGHT CLICK ON SCREEN
- 3. SELECT "WEB CAPTURE"

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2. CLICK THE SAVE ICON IN THE UPPER RIGHT OF THE SCREEN

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## 1. OPEN IMAGE FROM FOLDER

2. CLICK PRINT ICON IN UPPER RIGHT CORNER OF WINDOW





- 1. USE THE FOLLOWING SETTINGS
  - 1. PRINTER MICROSOFT PRINT TO PDF
  - 2. ORIENTATION LANDSCAPE
  - 3. PAPER SIZE LETTER
  - 4. PHOTO SIZE FULL PAGE
  - 5. PAGE MARGINS NORMAL
  - 6. FIT SHRINK TO FIT

NOTE:

-THE FOLLOWING IMAGES HAVE REDACTED FOR PRIVACY -ONLY REDACT THE PICTURE, GENDER, RACE, ETHNIC GROUP