Print friendly. **This is excellent and I use it most days.**

This is a Google Chrome extension. You can download any article on a website such as “Stuff” and “RNZ” or internet articles, it strips out the ads and other clutter, formats the page for optimal printing, then gives you the option of removing individual elements you might not want. Oh, and true to its name, it lets you bypass paper altogether and save those pages as nicely formatted PDFs instead.

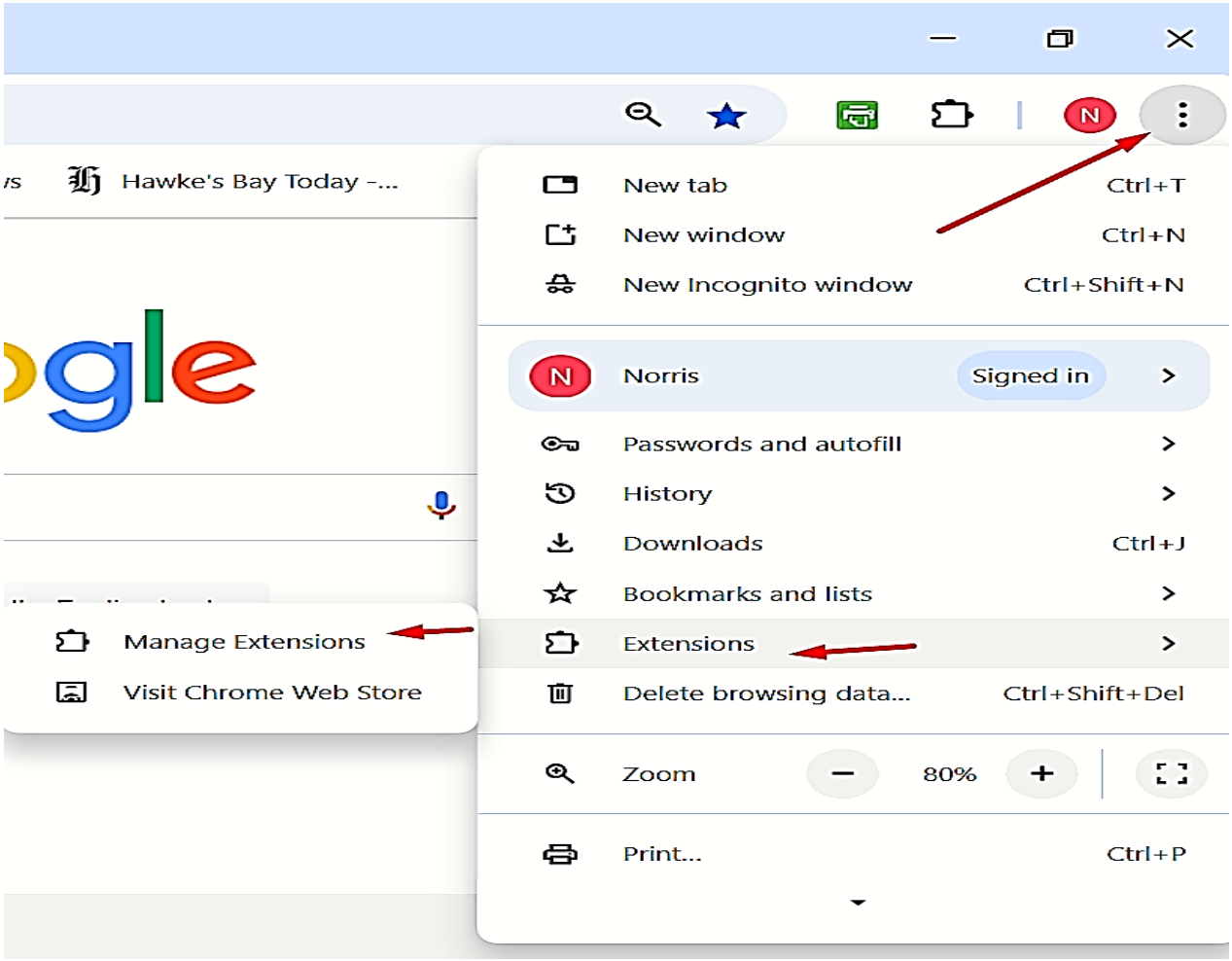
Go to the Chrome web store.

https://chromewebstore.google.com/

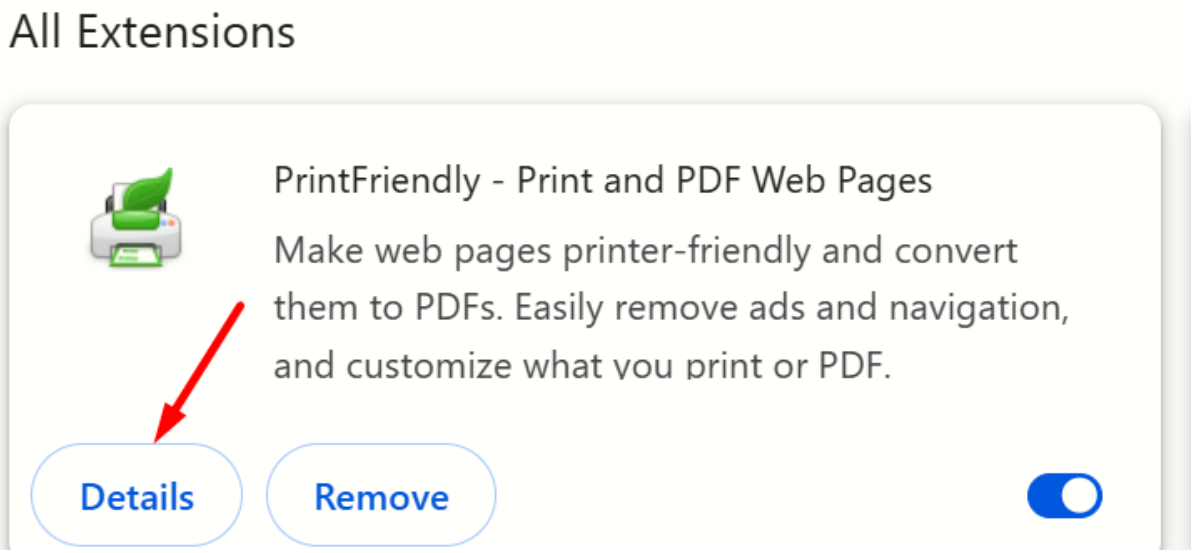
And search for “**Print Friendly”.** This is what you will see.

Here you can see that I have already installed it.

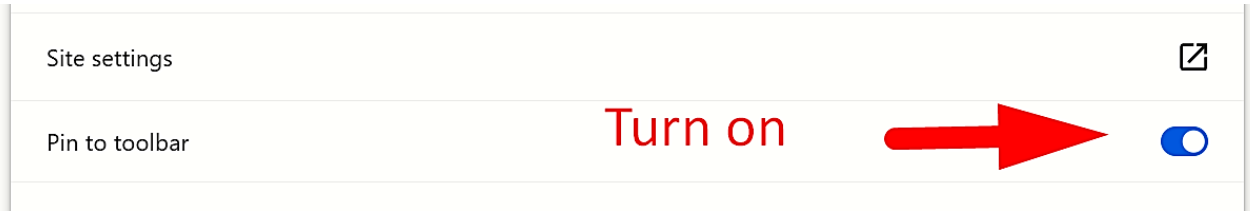
Once downloaded, Open Chrome click on the three dots and then extensions and manage extensions.



In extensions find print friendly and click on **“details”**



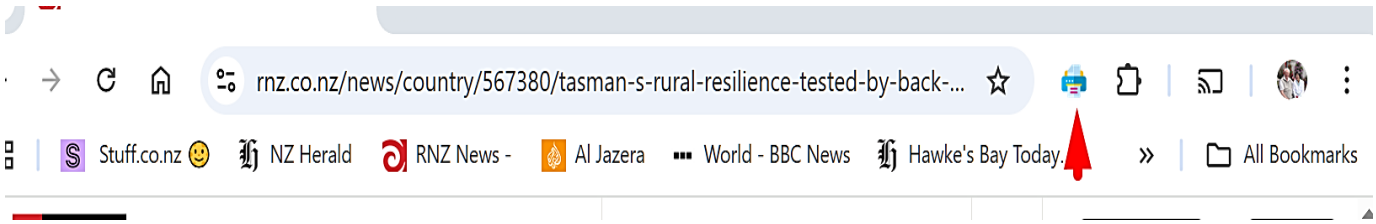
Scroll down and click on the button in “Pin to Toolbar”



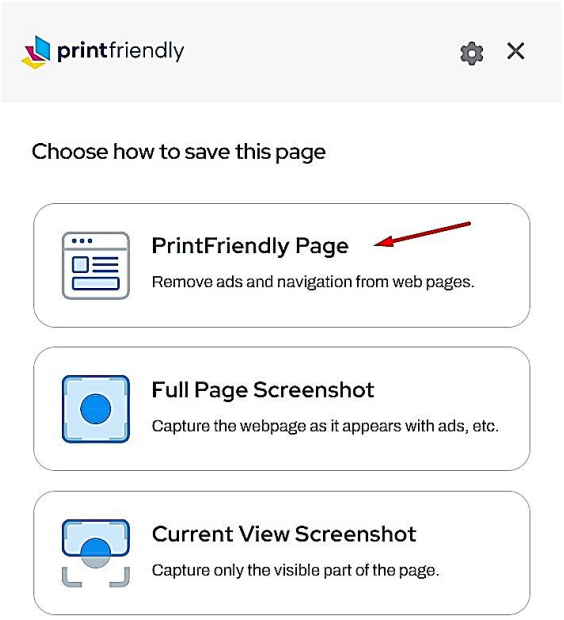
Here it is ready to use. **The icon may be different in some versions**

<u>Use</u>

When you open a news item or article click on this icon.

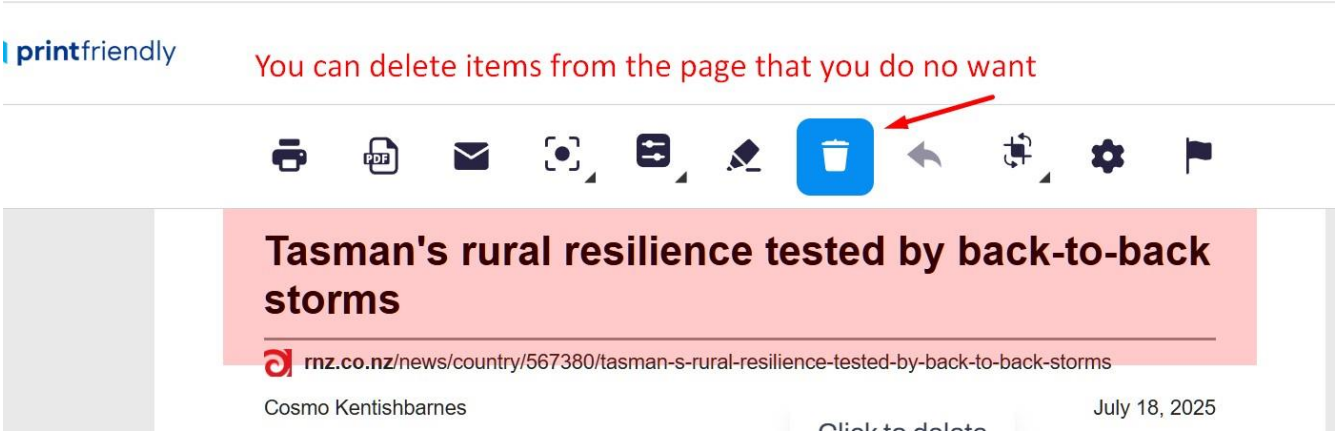


Then click on “Print friendly page” Note that there are other options

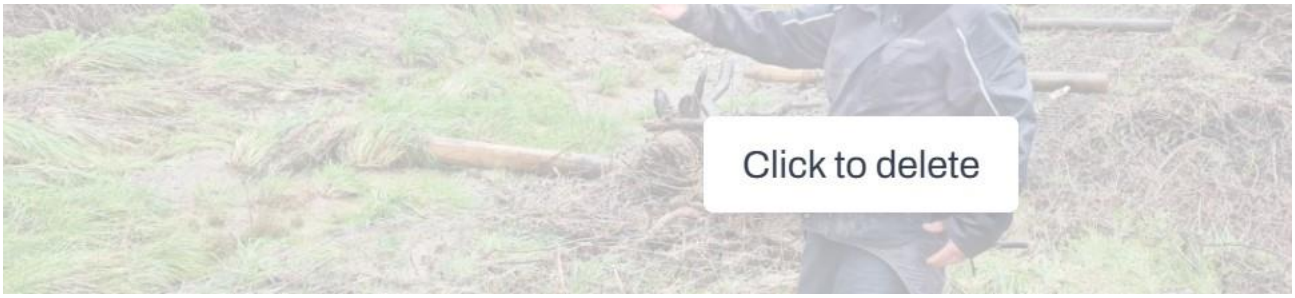


Click here.

The print friendly toolbar appears. Highlight sections to delete.

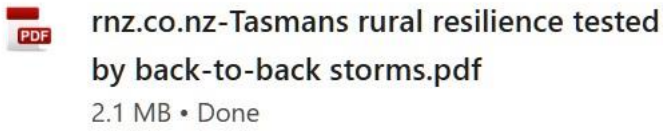


The rubbish bin icon allows you to scroll down the print friendly page and delete any item you don't wish to save in the article.

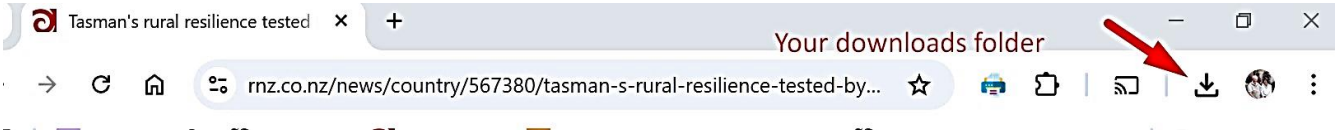


When you have completed your editing click on the "PDF" icon.

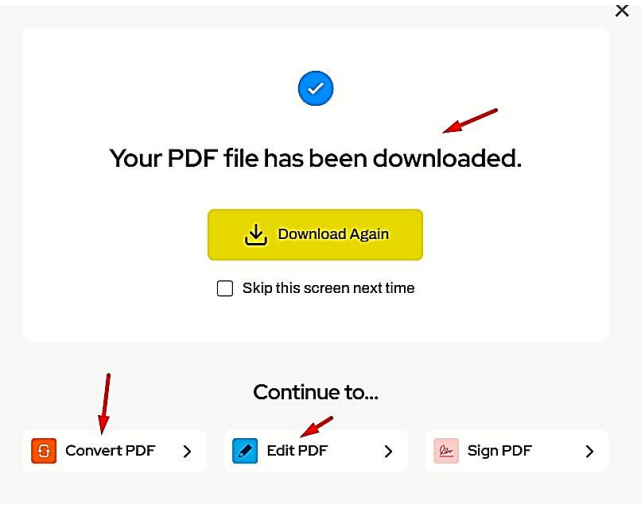
This will download the article to your download folder. ie:-



Here it is in your download folder for you to read, print or move to a folder of your choice.

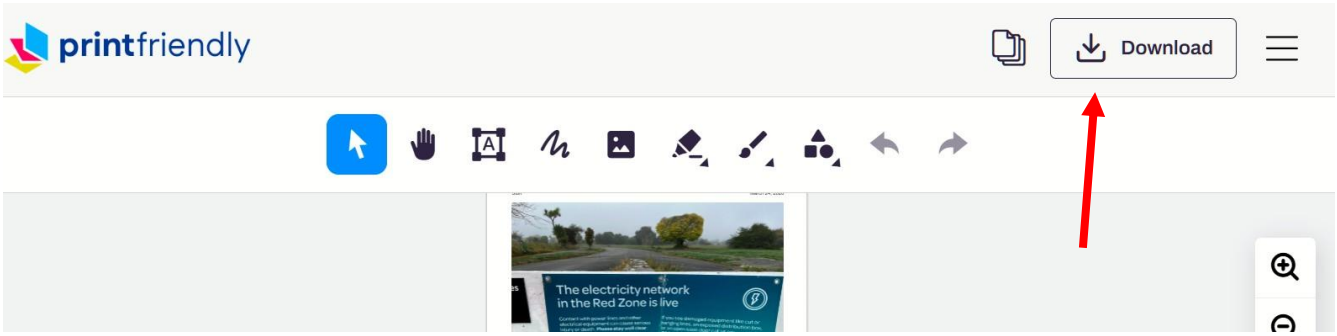


More than that there are other options.



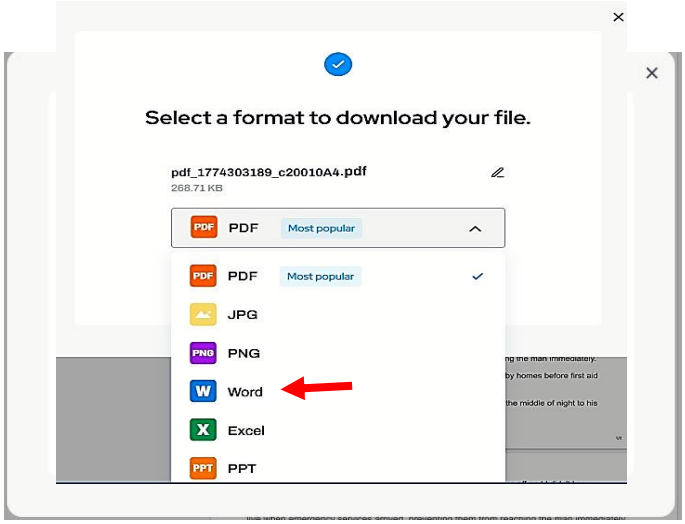
There are links to edit any PDF file and also to convert a PDF to another format such as a word document and you can edit it.

I will now convert the pdf format to another one such as a docx. Follow the sequence of my screen shots as **I click on "Convert PDF".**



Then click on download- see the arrow.

You may be asked to sign in to your Google account, I am always signed in. and it remembers me.



Now you have to choose a **format**.

I will choose Word from this list.

Click on Download.
It took a little while for it was a big file.

And here it is as a word document in my Download folder. It will be a string of numbers and I right clicked on it and renamed it.

Then I moved it to a folder on my computer

Norris