



What is a “Microsoft XPS Document Writer” and how do I use it?

XPS stands for “XML Paper Specification” which consists of specifications that tell the printer how to save the file. The file created is very much like an Adobe PDF file. It’s Microsoft’s version of Adobe’s PDF file. The XPS document is just a read-only snapshot/picture of your web page.

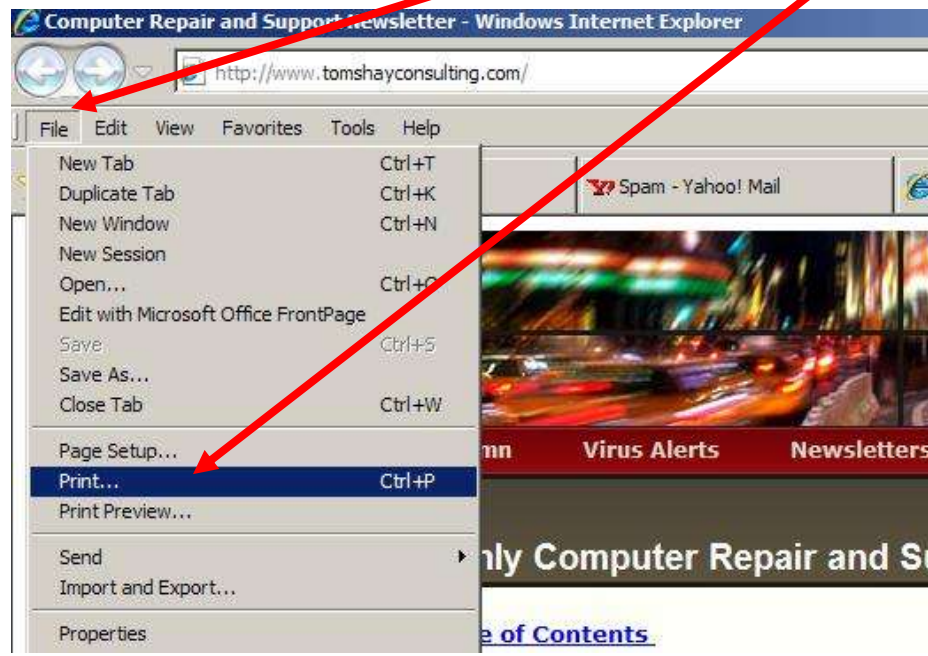
What’s nice about the XPS Document Writer is that you can save a whole web page as one document. It even saves the part of the web page that you can’t see, bottom half. The XPS Document can be viewed on anyone’s computer. If they have a Internet browser, then they can view it.

I use the Microsoft XPS Document Writer every time I pay a bill or buy something online. It gives me a record that I can always use if needed.

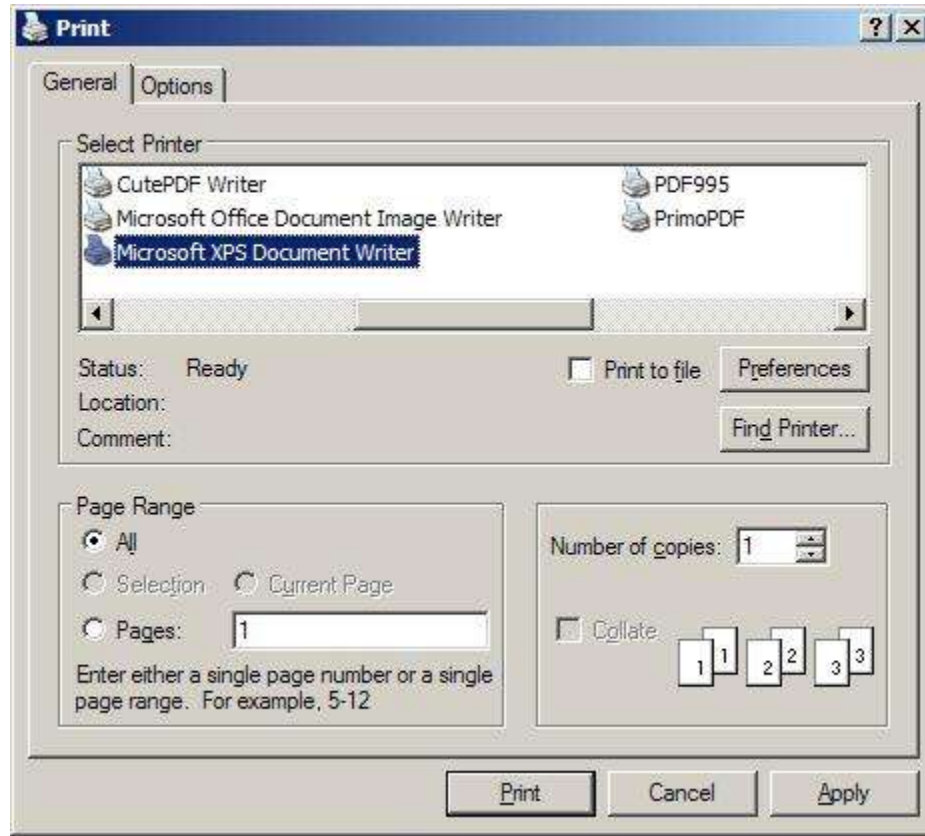
A few years ago, I had a payment issue with Macy’s. They said I didn’t make the last two monthly payments. I was able to email them the two copies of my confirmation pages made with the XPS Writer. I was able to straighten out the mess fast.

How to Use Microsoft's XPS Document Writer

1. Have your Browser open to the web page you want to make a copy of.
2. On the File Menu, click on "File" and then "Print".

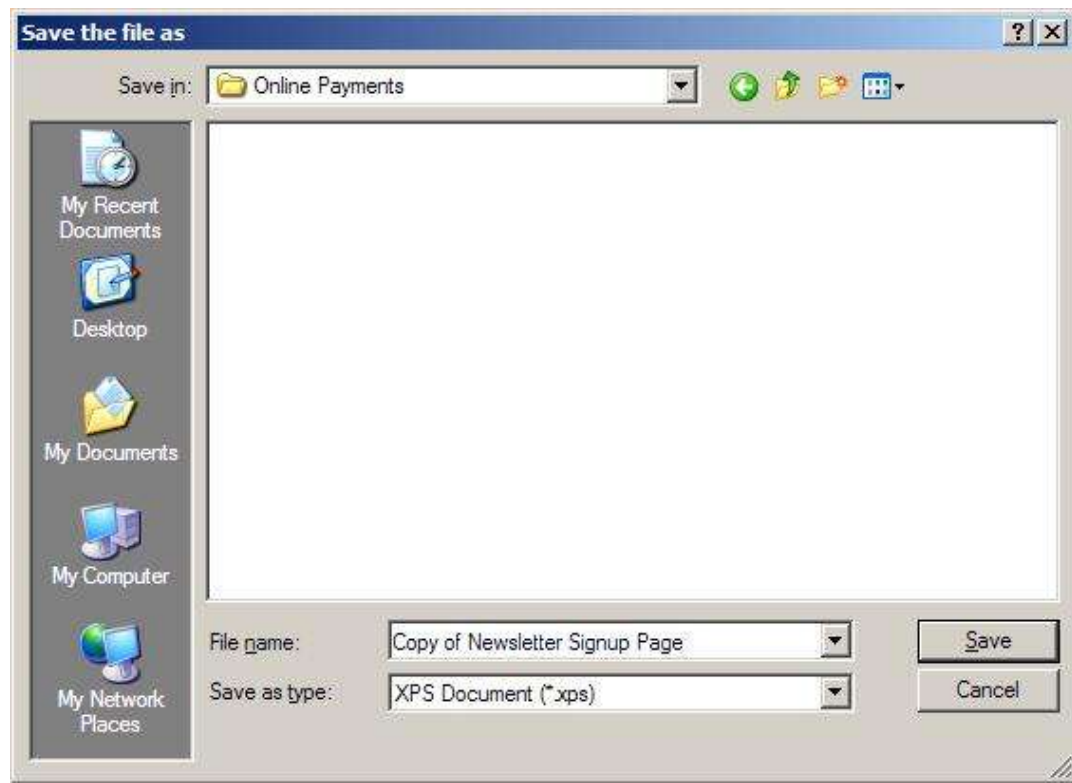


3. You will see the Print Dialog Box below. Highlight “Microsoft XPS Document Writer” and click “Print”.

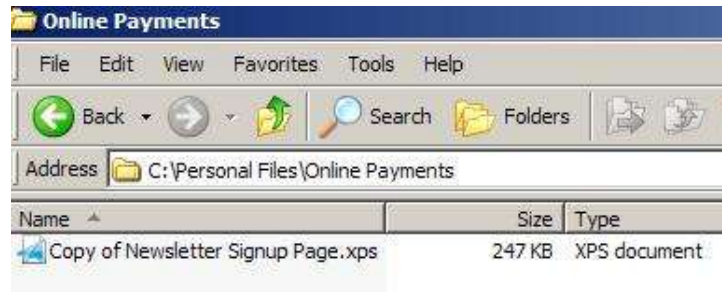


4. Now a new window will open asking you where you want to save the file. I made a new folder on my C:/ drive called “Online Payments” and then I save all my files in this folder.

Click “Save” to print the document to your hard drive.



5. You can now go to the folder where you saved the document and double click on it to see what it looks like.



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