

How to save Outlook Email into PDF with PST to PDF Converter?

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Get PST to PDF program as soon as possible for converting PST to PDF with attachments and formatting intact, without changing any files or folders.

Did you know that a lot of businesses use the Microsoft Outlook program, which supports PST, to manage company records? It's not just useful for professionals; it can also be used by individuals at home. Everybody is aware of the importance of the Microsoft Outlook email software in their daily lives. However, because to many issues that arise with this application—which we will address later—Outlook is no longer as popular as it once was. Additionally, Outlook users wish to convert their PST database to PDF format.

Users Prefer PDF File Format Over PST File Format - Why?

The ideal file format for storing all the elements of a printed document as an electronic image that you can access, browse, print, and send to another person is the PDF, or portable document format. As you are well aware, the most crucial component of each computer file is portability. This function facilitates viewing a file on several distinct systems. If any of the files are portable, you can easily transfer them using an external drive from one computer to another. Furthermore, Adobe Acrobat, Acrobat Capture, or related programs are used to create PDF files. It is possible to view and use PDF files by installing the free Acrobat Reader.

Do You Want a Free Way to Convert PST to PDF Format?

If so, you can attempt a manual solution, which is entirely dependent on human labour. Thus, to [convert PST files to PDF format](#), take the following actions -

- Open and run the Microsoft Outlook program.
- Open the File menu by navigating to the Save As option in the top menu bar.
- Save the File Type as an option and follow the HTML format in a different Windows.
- Click Save after entering the place where the HTML file should be saved.
- Click to access the saved HTML file and apply additional settings. Choose File > HTML > Right-click > Open with Microsoft Word.
- Click File >> Save As >> Choose File Type as PDF file in Microsoft Word.
- Finally, open your PDF files and look through them.

Note - Since the manual method is unreliable for transferring PST to PDF format, I would not advise you to use it. There is a maximum likelihood that human error may occur and damage your entire database. This method typically causes PST files to become corrupted directly. Therefore, before proceeding with the process, please make a backup of your PST data if you still wish to use this free solution.

The Straightforward - PST to PDF Conversion

For those who wish to move from PST to PDF without any problems, this is the ideal option. You can

rest easy knowing that your attachments are encrypted and converted to PDF format using this application. Any user can access several file naming choices to organize the database in the most efficient way possible. Even after the conversion procedure, PST to PDF software maintains the optimal folder structure. If you wish to use the batch mode capability and import several PST files to PDF. **DataVare [PST to PDF Converter](#)** software is easier to use when it has a flawless graphical user interface. The program can run on any version of Windows and Outlook. Follow the instructions to copy PST to PDF.

Steps to Convert PST to PDF format -

Step 1: Install the PST to PDF software on your Mac or Windows computer and start using it.

Step 2: Add the options for Single/Multiple Files next. Click the Next button after that.

Step 3: A preview of the chosen PST files is now displayed by the software.

Step 4: Select PDF from the list of saving options and destination locations in the next window that opens. Next, click the Convert option to begin exporting.

Step 5: The program begins converting PST files to PDF format. It ends by displaying the message "Conversion" Done."

Final Phrases

All things considered, PST to PDF software is an excellent option with many of the aforementioned advantages. The program is made to help users solve their problems and provides the most effective way to convert Outlook emails to PDFs without any issues. Go ahead and download the free trial version of the PST to PDF converter software to export the first 25 PST files to PDF. You may also test out the PST to PDF Converter trial. You can buy a software license key once you've used the free copy.