Curriculum Review Workflow
Print or Save PDF Copy of Proposal

Print/PDF Instructions

The **Print** button is available at the bottom of the page to print a hard copy or save a PDF of the proposal form. Note: If the proposal includes any attachments, the file(s) must be downloaded and/or printed separately from the proposal form.

Print

1. Select the **Print** button (NOT the Save button).

2. When the print dialogue box displays, print as you would any other file.

Save PDF

1. Select the **Print** button (NOT the Save button) at the bottom of the proposal form.
2. When the print dialogue box displays, save as you would any other file.
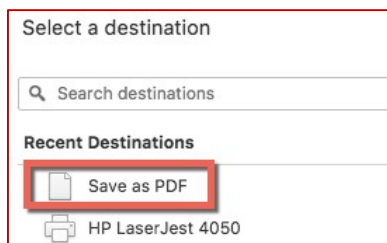
Depending on the web browser or the computer, the following may apply. For technical assistance please contact the College IT.
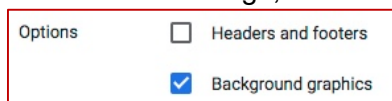
Chrome Print Dialogue Box (PC, Mac):
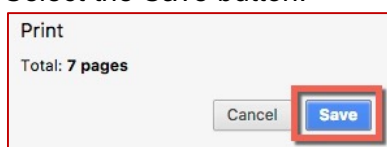
a. Under "Destination" select the Change button.
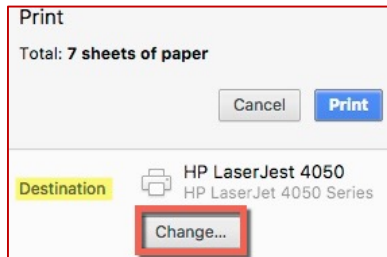
b. Choose Save as PDF.

c. Under More Settings, select the option Background Graphics.

d. Select the Save button.

e. You will be prompted to save the file to your computer.