



i Depending upon your role and access permissions, the PDF will only include the fields that are visible to you. If a section has no visible fields, it will appear collapsed.

Useful for viewing a PDF of the selected curriculum item on screen NOT for printing

With Tracked Changes:



- 1 • Open curriculum item (Class Summary, Course, Program or MMS) in View Mode
- 2 • Click Export Button (will include tracked changes by default)
- Save to PDF or it will automatically save to your download folder



Without Tracked Changes:



- 4 • Uncheck the Change Tracking flag before clicking the export button.

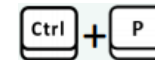
1 3 Use Browser to Save to PDF (Windows 10 only)

Useful for saving a PDF of the curriculum item to print showing change tracking (if applicable)

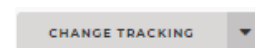
With Tracked Changes:



- 1 • Open curriculum item (Class Summary, Course, Program or MMS) in View Mode
- 3 • Expand all sections
- Select CTRL + P on keyboard
- Select *Microsoft Print to PDF* or *Save as PDF* in Print Window
- Click SAVE, select destination and Click SAVE.



Without Tracked Changes:



- 4 • Uncheck the Change Tracking flag before clicking the export button.

Modify mode can also be used to generate a PDF using the Browser. This mode will show the borders and controls e.g. buttons around each field for data entry.