

TIP SHEET

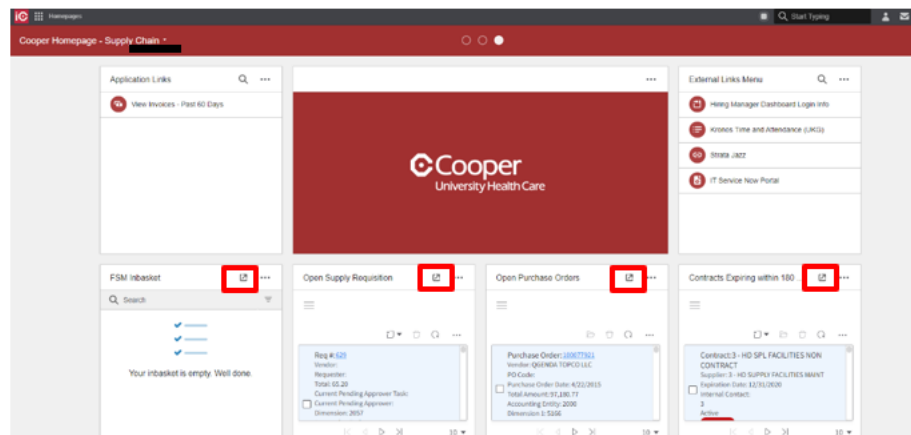
Print to PDF

Purpose: *Printing to PDF*

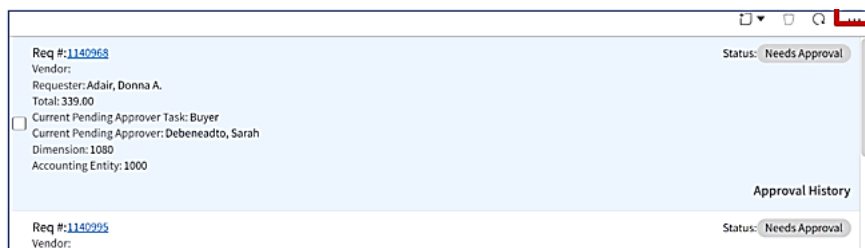
This tipsheet is available to assist a manager when printing a list of widget items.

Workflow

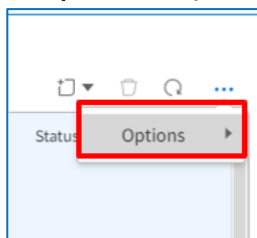
1. Starting from the Cooper Homepage select an application, then select the **Launch** icon from one of the widgets. In this example the **Supply Chain, Open Supply Requisition** is selected.



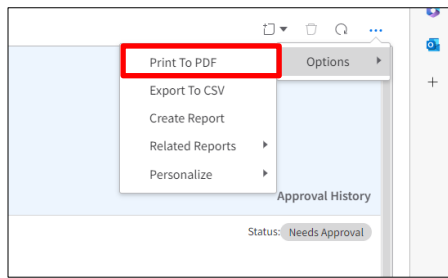
2. Select the **Ellipsis** of the widget.



3. Select the **Options** dropdown menu.



4. Select **Print to PDF**.



5. Complete the fields in the **Print to PDF** window.

Print To PDF

Name

Display Content Sharing

Landscape Portrait

Font Offset

Cancel Schedule Print

Field	Value
Name	Enter a unique name for the PDF.
Landscape Portrait	Select the radio button to choose the orientation of the PDF.
Font Offset	Use the dropdown to select the font size for the PDF.
Cancel	Select to cancel printing a PDF.
Schedule	This button is currently not being used.
Print	Select to print the PDF.

6. Select the **Print** button.

Print To PDF

Name

Display Content Sharing

Landscape Portrait

Font Offset

Cancel Schedule **Print**

7. You will receive a message that the PDF is being generated. To view the PDF, select the **My Print Files** hyperlink.

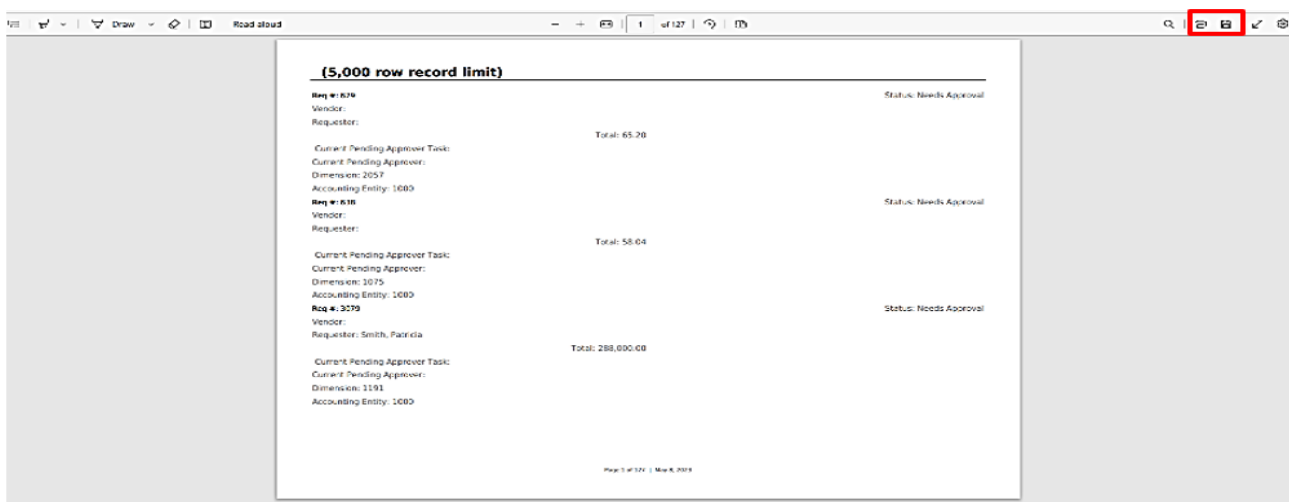
Your PDF is being generated

We will wait for a few seconds

If you want to continue working click Dismiss and find it later at [My Print Files](#)

Dismiss

8. Use the **Print** icon to print the PDF or select the **Save** icon to save it to File Explorer.



You have successfully printed it as a PDF.