

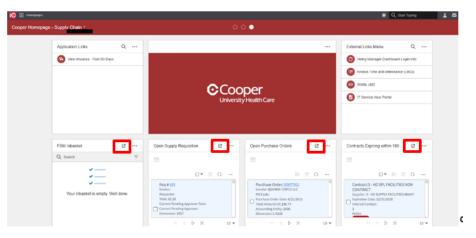
## TIP SHEET Print to PDF

## Purpose: Printing to PDF

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

## Workflow

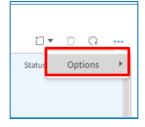
1. Starting from the Cooper Homepage select an application, then select the **Launch** icon from one of the widgets. In this example the **Supply Chain**, **Open Supply Requisition** is selected.



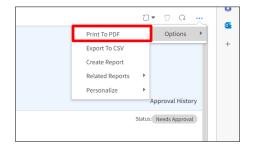
2. Select the Ellipsis of the widget.

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C	Req #:1140968 Vendor: Requester: Adair, Donna A. Total: 339.00 Current Pending Approver Task: Buyer Current Pending Approver: Debeneadto, Sarah Dimension: 1080 Accounting Entity: 1000	Status: Needs Approval
		Approvat history
	Req #: <u>1140995</u> Vendor:	Status: Needs Approval

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 Sha	aring						
O Landscape O Portrait							
Font Offset	Font Offset						
Default (0)	Default (0) 👻						
Cancel	Schedule	Print					

Field	Value
Name	Enter a unique name for the PDF.
Landscape	Select the radio button to choose the orientation of
Portrait	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							
Requisition PDF							
Display Content Sha	aring						
O Landscape O Portrait							
Font Offset							
Default (0)	¥						
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.

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Requeste	r: Smith, Patricia		
	Total: 288,000.00		
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	Pending Approver:		
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You have successfully printed it as a PDF.