

Printing Your Monthly PTA Maintenance Screen

Instructions for printing your list of postdocs and PTAs from the Monthly PTA Maintenance Screen. All starting points begin before the pop-up menu comes up.

In Internet Explorer

- Before clicking on Filter, go to File -> Print Preview
 - ◆ Make sure the Scale is set to *Shrink To Fit*.
 - ◆ Select **Close** (this sets the settings ahead of time).
- Click on **Filter**.
- Press CTRL+P (hold down the Ctrl key and P key at the same time).
 - ◆ Click on the Preferences button.
 - ◆ On the Layout tab, change the Orientation to Landscape, and click OK.
- Print as needed to either your printer or to Adobe PDF (only works with the full Adobe Acrobat Professional version).

In Firefox

- Before clicking on Filter, go to File -> Print Preview
 - ◆ Make sure *Landscape* is selected.
 - ◆ Make sure the Scale is set to *Shrink To Fit*.
 - ◆ Select **Close** (this sets the settings ahead of time).
- Click on **Filter**.
- Press CTRL+P (hold down the Ctrl key and P key at the same time).
- Print as needed to either your printer or to Adobe PDF (only works with the full Adobe Acrobat Professional version).

Printing to an Interactive Adobe PDF (sort of)

(Note: You must have Adobe Acrobat Professional and be using Firefox)

- After you click on **Filter**, in the new window:
 - ◆ Right click on any white space around the table
 - ◆ Select "*Convert Web Page to Adobe pdf*"
 - ◆ Save the file to your computer.
- This will create a pdf that allows you to click on and see available PTAs in the drop-down menu section (neat-o!). Please be reminded that you will still need to log back in to ClearBenefits to make any "real" changes on the drop-down menus.
The pdf is not connected to CB in any way.