

BDM Export Pages or Documents

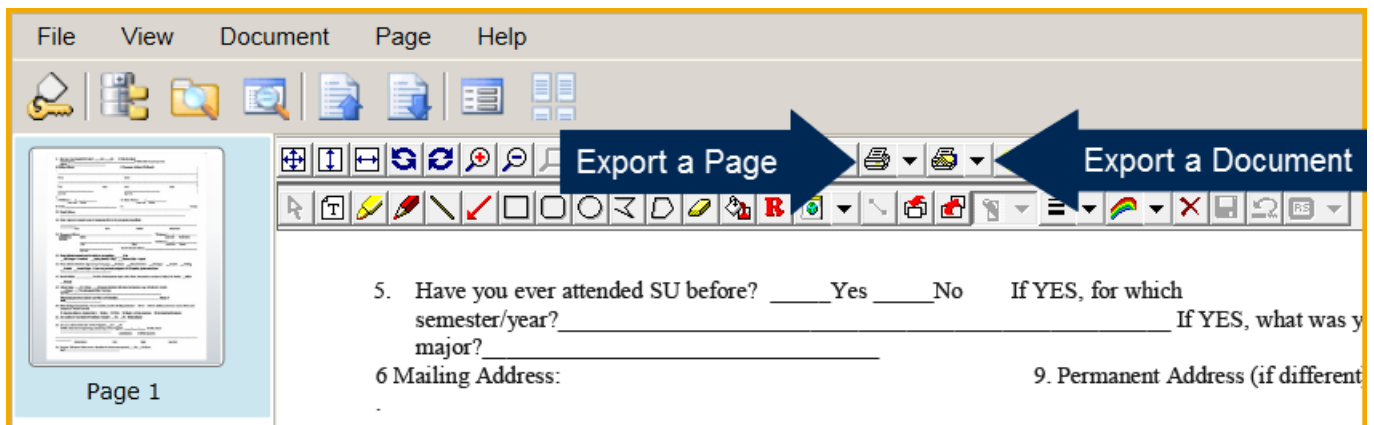
Instances may occur when a user needs to export a page or a document. All exported documents will be exported as a PDF document. A page can only be exported from within a document.

Export a Page From Within a Document

1. Start from the Admissions Application screen from within BDM.
2. Search for a document.
3. Select a document to view.
4. Select **Print Current Page** arrow, then **Export**.
5. Choose a location to save the file.
6. Input **File Name**.
7. Select **Save**.

Export a Document While Viewing

1. Start from the Admissions Application screen from within BDM.
2. Search for a document.
3. Select a document to view.
4. Select **Print Document** arrow, then **Export**.
5. Choose a location to save the file.
6. Input **File Name**.
7. Select **Save**.



Export a Document from a Query Page

1. Start from the Admissions Application screen from within BDM.
2. Search for a document.
3. Select a document to export, Select the Box.
4. Select **Print Selected Document(s)**.
5. Print window displays, Select the **Name Drop-down Arrow**, then Select **Adobe PDF**.
6. Select **OK**.
7. A save as window will display, choose the location to save the document.
8. Select **Save**.