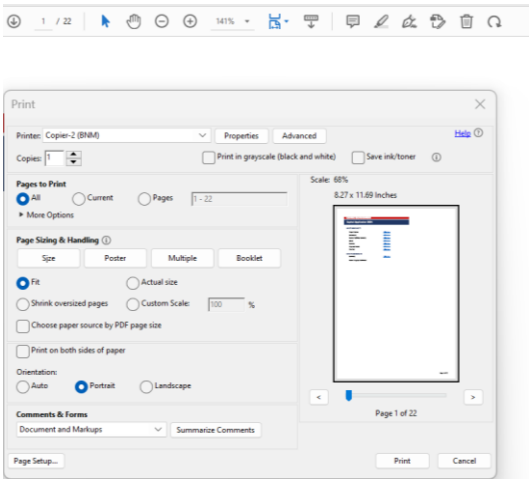
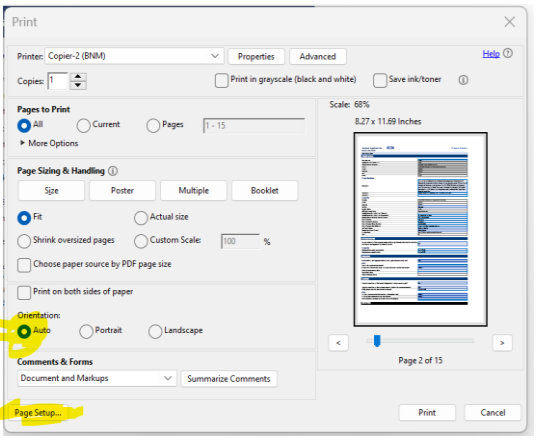
Printing a Capital Application in PDF Format

Note: Application has already been saved as a PDF

1. Open PDF application document on Capital Projects Portal and Download
2. Open downloaded application version in PDF
3. Click on the printer icon on toolbar. The below print screen will pop up

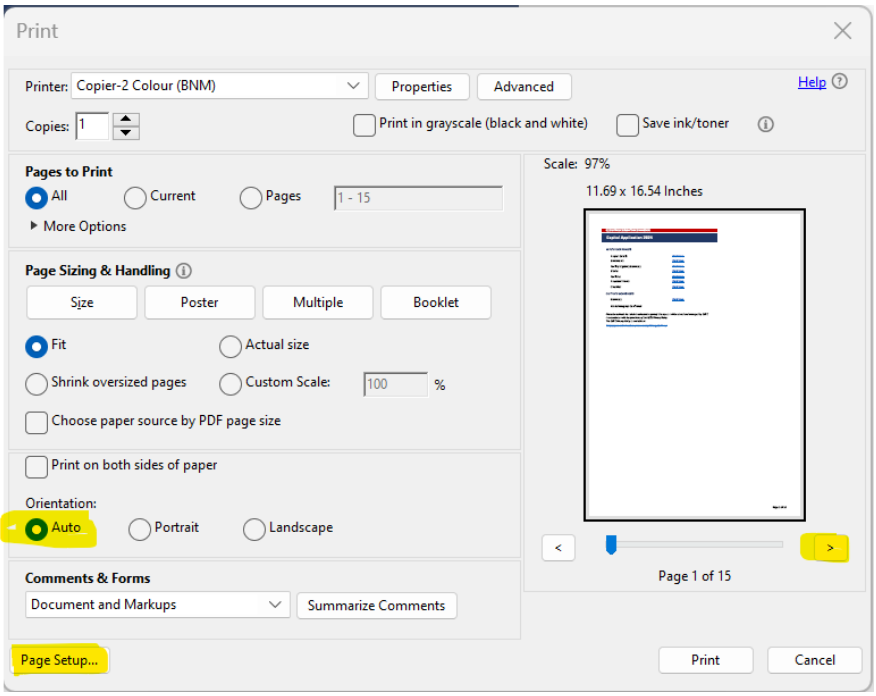


4. Click on preferred Printer
5. Click on page setup. Make sure Paper size in Page Setup is set to A3 and orientation is set to Auto



NOTE: As the PDF is a mixture of Portrait and Landscape I would suggest doing the following before hitting the print button:

- Use the forward arrow to move through the document this way you will be able to view what pages are Portrait and Landscape. NOTE If you have the Orientation clicked on Auto it should adjust the paper size automatically and be good to just print out.



(CEQL Instructions only)

How to save the application as PDF for printing purposes

1. Download excel application

2. Check and Set Print Area, Size (A3), Orientation (Landscape or Portrait depending on the page).

To Save as a PDF

3. Clink on Print icon Macro It will ask you where to save the file to. It will automatically save the file as a PDF.

4. Check PDF of application and then save in the project folder.