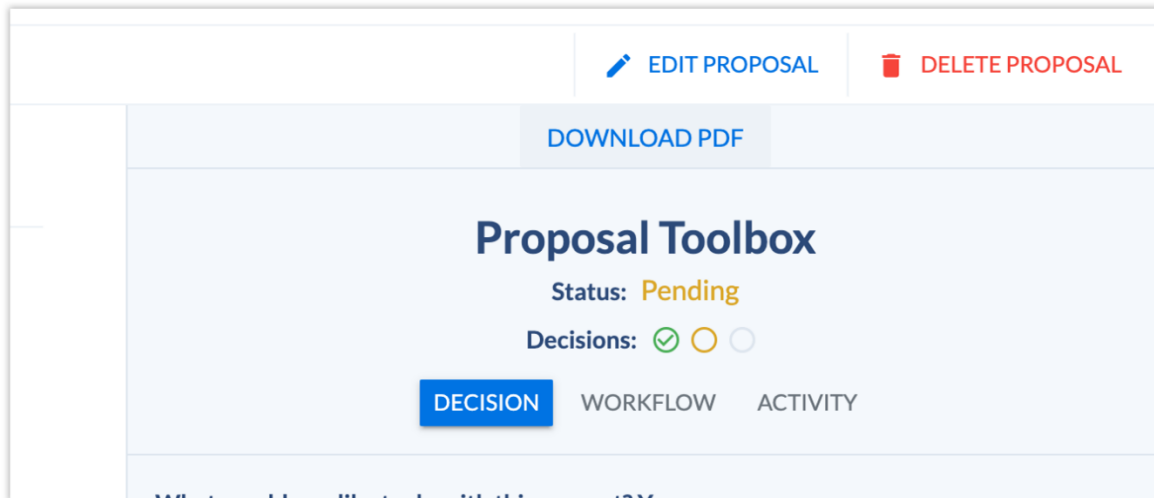# Download & Print Proposals

Overview

You can download proposals as a PDF with a cover page and table of contents. This can be accessed by clicking "Download PDF" at the top of the proposal toolbox.

PDF Options

- Clicking "Download PDF" opens the "Generate PDF" modal.
- In this modal, you can determine:
    - If the cover page should be included.
    - If the table of contents should be included.
    - If you'd like to include the proposal log – in other words, a clear log of who approved the proposal, and at which times (this is useful for accreditation purposes).

        - Only steps with votes will be included in the log.
        - Log details will include User name, user title, and the action they took.

Proposal Log Details

Department Review, 10/28/24, 3:31 PM
████████, Department Chair , approved this request.

Curriculum Committee , 10/28/24, 3:31 PM
████████, Curriculum Admin, approved this request.

Registrar Approval, 10/28/24, 3:32 PM
████████ Registrar, approved this request.

- o   If the cover page should include content, and which card the content should be pulled from.
- o   The header date of the PDF.
- Once all the relevant information has been selected, click "Download PDF" to generate your PDF.

Generate PDF   ✕

⚠ If this form contains any uploaded files, access to them will be set to public to make them accessible from PDF document.

General Settings

☐ Generate cover page
☐ Generate table of contents
☐ Include proposal log

Cover page card ❓

Empty cover page ▾

Header date

Oct 31, 2024

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