

Export to PDF Documentation

March 2017

Both teachers and students can export notebook pages to PDF format. It is only possible to export a PDF of the pages that are currently loaded.

- 1. Open a notebook, or particular pages or a session.
- 2. Tap on the CLP icon in the top left corner.
- 3. With Export selected on the left menu bar, tap one of the options pictured below:
 - a. Convert Notebook Pages (that are currently loaded)
 - b. **Convert Submissions for this Page** (for the currently selected page)
 - c. Convert All Submissions (of all the notebook pages currently loaded)

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\bigcirc	Export		
Info	Create PDF Document		
New			
Open		PDF Convert Submissions for	PDF Convert All Submissions
Export		this Page	

Exported notebooks appear in a folder on the Desktop called **Notebooks - PDF**. Files are named in this format: [notebook name], [user name], [page range], [date time]