Printing Instructions

Printing a Page

You can use the print functionality of your browser to print a single wiki page on a printer or export it to a PDF.

> ⊘ To print multiple pages as a package, you must export those pages to PDF and then print the PDF file. To export multiple pages to PDF, refer to Exporting Multiple Pages to PDF.

Exporting One Page to a PDF or Microsoft Word Document

To export the currently-open wiki page to PDF or Word, click the **...** menu in the upper-right of the page and select **Export to PDF** or **Export to Word**. The page immediately downloads to your browser, where you can print or save it.

Exporting Multiple Pages to PDF

Depending on the permissions allowed for each wiki space, you can export multiple wiki pages, such as an entire page family, to PDF. Exporting to PDF is the most common of these tasks.

To export multiple pages to PDF

1. In the upper left, click the second button to the right of the space name.
2. From the **Space tools** menu, select **Content Tools** and then the **Export** tab. The Export Formats page appears.
3. Select **PDF**.
4. Click **Next**. The Export PDF Options page appears.
5. If you want to include page numbers, select **Include Page Numbers**.
6. Select **Custom Export**. A panel opens listing all pages in the wiki space to which you have access.
7. Select the checkboxes for the pages you want to export.
   a. To clear or select all checkboxes, click the **All pages** checkbox.
   b. To clear or select all of the checkboxes for an entire page family, click the checkbox for the parent page.
8. Scroll to the bottom of the page and then click **Export**. The Exporting Space as PDF - In Progress page appears. When the export completes, "Your PDF file is ready to go" appears below the progress bar.
9. Click the link to download the file. Save the file.

Exporting One or More Pages to HTML

Depending on the permissions allowed for each wiki space, you can export multiple wiki pages, such as an entire page family to HTML. Exporting to HTML assumes that you are importing content into another system.

To export one or more pages to HTML

1. In the upper left, click the second button to the right of the space name.
2. From the **Space tools** menu, select **Content Tools** and then the **Export** tab. The Export Formats page appears.
3. Select **HTML**.
4. Click **Next**. The Export HTML Options page appears.
5. Select **Custom Export**. A panel opens listing all pages in the wiki space to which you have access.
6. If you do not want to export comments with the pages, clear the **Include comments** checkbox.
7. Select the checkboxes for the pages you want to export.
   a. To clear all checkboxes, click **Deselect All**.
   b. To select all checkboxes, click **Select All**.
   c. To select or clear all checkboxes for an entire page family, click the checkbox for the parent page.
8. Scroll to the bottom of the page and then click **Export**. The Exporting Space as PDF - In Progress page appears. When the export completes, "Export complete" appears below the progress bar.
9. Click the link to download the file. Save the file.
10. Find the ZIP file with the export and unzip it.