



## Selectable Application Print Instructions

\* **Print requests do not process immediately.** The process runs hourly at the top of the hour. If you need an immediate copy of a page, use the "**Printer-Friendly**" view at the top-right of the respective page and print using your browser's print function (Ctrl+P).

**Step 1:** Click the checkbox next to "[Application Name]" to display the pages in the application. Tabs with subtabs (Program Detail, Budgets, Assurances, etc.) will display as a blue hyperlink which must be clicked to expand. (Click the hyperlink, not the checkbox.)

<input type="checkbox"/> ARP Summer Program
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<input checked="" type="checkbox"/> ARP Summer Program
<input checked="" type="checkbox"/> ARP Summer Program Information
<input checked="" type="checkbox"/> Contact Information
<input checked="" type="checkbox"/> Allocations
<input checked="" type="checkbox"/> Program Detail
<input checked="" type="checkbox"/> Projected Costs
<input checked="" type="checkbox"/> Budget Pages
<input checked="" type="checkbox"/> Assurances, Common and Program
<input checked="" type="checkbox"/> Amendment Description
<input checked="" type="checkbox"/> Submit
<input checked="" type="checkbox"/> Application History
<input type="checkbox"/> Page_Lock Control
<input type="checkbox"/> Application Print

**Step 2:** Uncheck the pages you don't want to print; for example, the Page Lock Control page.

**Step 3:** Verify all needed pages are checked then click the "**Request Print**" button.

**Step 4:** A blue hyperlink will appear under the "Requested Print Jobs" heading.

<b>Requested Print Jobs</b>
<a href="#">Requested by Andy Carlson on 9/17/2012 12:53:19 PM</a>
<b>Completed Print Jobs</b>

<b>Requested Print Jobs</b>
<a href="#">Requested by Andy Carlson on 9/17/2012 12:53:19 PM</a>
<a href="#">Regional CSPD - Overview</a>
<a href="#">Regional CSPD - Contact Information</a>
<a href="#">Regional CSPD - Allocations</a>
<a href="#">Regional CSPD - ProjectInformation</a>
<a href="#">Regional CSPD - Project 1</a>
<a href="#">Regional CSPD - BudgetPages</a>
<a href="#">Regional CSPD - Budget Detail</a>
<a href="#">Regional CSPD - Property and Equipment</a>
<a href="#">Regional CSPD - Budget Summary</a>
<a href="#">Regional CSPD - Assurances</a>

Clicking on the hyperlink brings up a list of all the pages that will be printed. →

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**Step 5:** Once the Selective Application Print process runs, a blue hyperlink will appear under the "Completed Print Jobs" heading. Click this hyperlink to open a pdf version of the application.

**Step 6:** Save and/or print the pdf file using the Adobe® save and print functions.

<b>Requested Print Jobs</b>
<b>Completed Print Jobs</b>
<a href="#">Completed - Andy Carlson on 9/17/2012 1:01:01 PM</a>