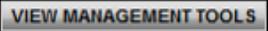


Printing Documents in eGrants

Printing Documents General Information and Notes

- **Note:** The Print feature in eGrants is only a tool it will not be considered and official document.
- **Note:** What is entered and SAVED in eGrants is the official file of record.
- **Note:** These instructions apply to any document in eGrants. This includes Proposals/Grant, Performance Reports, Request for Reimbursements etc.
- **Note:** For Proposal/Grants These instructions are for printing out the pages in eGrants for the document and should not be confused with the official Grant Agreement. Please refer to the Grant Agreement Instructions on the eGrantsHelp page for details on how to print and process the grant agreements

Step 1. Subgrantee Administrator: Add New User to Organization Documents

a. On the any Document Menu in eGrants, under  **Access Management Tools**, click .

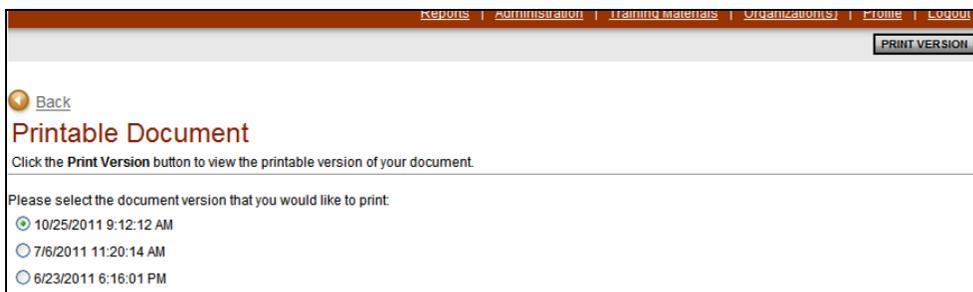
b. Click the  **CREATE FULL PRINT VERSION**  **Select the link above to create a printable version of the document.** link.

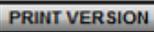


- c. Wait for the dialog to pop up. Then Click the Open button to open the Word Document.
- d. You may now Print or Save the entire Document. You can also print individual pages using the Print Function of Word

Note: For some of the documents in eGrants you may receive a PDF dialog box rather than a Word.

e. If you see the following below after clicking  **CREATE FULL PRINT VERSION**  **Select the link above to create a printable version of the document.** in **Step 1., b.**, then this indicates there are multiple versions of the Document. This may be due to Modifications required etc.



- f. Select the Date of the Document Version desired and the Click the  button.
- g. Follow Steps c. then d. above