Instructions for printing to PDF on Mac products

By clicking on the tab of "Printable Summary" You will get a pop-up window containing your hours for the year



Next you will press and hold the Command key

Ħ

and the letter P

This will bring up the print dialog box and you will choose

Save as a PDF

		· Home • Directory Not Secure — uconnmas	NER AM UCONN	2017 201	18 21	D19 Enter H	ours ilendar	Printable year	Summary	Report I		
	inter: 🔺 No Printer Selected							nary - 2019 YTD to 90 days after date of data entr				
Date		ies: 1 0			alue Rcvd	Attendees						
Sep 16, 2019	Comr Outre	S: All Control of the second s	onto an e			4	letails		Vol	Edu		
Sep 16, 2019	Comr Outre	Date Project Val Edv Treest Hours See 15, Community 2029 Outreesth 12,00 0.00 See 16 Community	age Expenses Fees Valuel Attendees Rovel 4			53	ch	info	Hours	Hours		
Sep 04, 2019	Comr Outre	2019 04/seen. 13.50 0.09 See 0.6 Commonly 54.00 0.00 7019 04 04/seen. 54.00 0.00 702 04 04/seen. 21.00 0.00 702 04/seen. 21.00 0.00	53 591 8			591	sh	info	10.50	0.00		
Aug 30, 2019	Comr	17 Octaven 34.00 0.00 17 Octaven 6.00 0.00 Convenit 25.50 0.00 Octaven 25.50 0.00	12 64 8			8	ch	info	56.00	0.00		
Aug 22,	Comr	In-Office Service 18.00 0.00 Connucling 2.00 0.00 Connection 24.00 0.00 Connection 24.00 0.00	36 2 8			12	:h	info	21.00	0.00		
2019 Aug 15,	Comr	Community 44.00 0.00 reworks 22.06 0.00 works 5.00 0.00	25 8 80				:n :h	info	6.00	0.00		
2019	Outre	1007 5.00 6.00 17 18.00 6.00 15.00 6.00	50 8 25		-	44	ch	info	28.50	0.00		
Aug 02, 2019	Outre	Los 0.00 5.00 0.00	4 45			8		info	16.00	0.00		
Aug 02, 2019	In-Of		Peptiti			36	ch	info	2.00	0.00		
Jul 30, 2019	Comr Outre	PDF Sh. etails	Cancel	Print		2	ch ch	info info	24.00 44.00	0.00		
Jul 17, 2019	Comr Outreach	Open in Preview				8	ch	info	22.00	0.00		
Jul 03,	Community	Save as PDF Save as PostScript				25	ch	info	5.00	0.00		
Jun 06,	Community	Send in Mail				Q	ch	info	5.00	0.00		
2019	Outreach	Send via Messages				0	ch	info	15.00	0.00		
2019	Outreach	Save to ICloud Drive Save to Web Receipts				80	ch	info	5.00	0.00		
May 26, 2019	Community Outreach	Edit Menu				50	zh	info	5.00	0.00		
the second s					12		140					

Then choose where you want to save it to. The pdf file is what you will attach to your recertification form online.

Choose where y	ou want to sa	ve the	file.								
			Home							Ŷ	k
			• Directo	ry		2018 :	2019 Enter	Hours	Printable	Summary	Report
000		Not Se	cure — uc	onnmastergarden	ers			lendar	year		
	s	Save As: 2	019 Hours	- John Lorussa		•			19 afte	YTD er date of	data entry
	5	2	Desktop	— iCloud	• •	Q Searc	h				
Dictures	Today									Vol	Edu
iCloud	Screen Shott	8.44.53 PM 8 46 17 PM								Hours	Hours
C iCloud Drive	April	5.40.17 T M							0	12.00	0.00
Desktop	🔲 gardenpng cop	/	Þ						o	10.50	0.00
Documents	2018								o	56.00	0.00
Locations	untitled folder		Þ						0	21.00	0.00
Gioria's Aweso	2017								0	34.00	0.00
Title: 2019 Ho	ours - John Lorusso								0	6.00	0.00
Author: Gloria J. Lorusso								0	28.50	0.00	
Subject:	Subject:								0	16.00	0.00
Keywords:									0	2.00	0.00
- Committee	the Operations								o	24.00	0.00
Securi	ty Options								o	44.00	0.00
New Folder							Cancel	Save	0	22.00	0.00
Jul 03,	Community	44.00	0.00				2E	Curc	io	5.00	0.00
2019	Outreach	44.00	0.00				25	sh	info	5.00	0.00
Jun 06, 2019	Community Outreach	22.00	0.00				8	ch	info	10.00	0.00
Jun 05,	Community	5.00	0.00				80	ch	info	15.00	0.00
2019	Outreach	5.00	0.00				80	ch	info	5.00	0.00
May 26, 2019	Community Outreach	5.00	0.00				50	ch	info	5.00	0.00