

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

The screenshot shows the website interface for the University of Connecticut Master Gardener Program. The 'Printable Summary' tab is selected, displaying a table of volunteer hours for 2019. A blue arrow points to the 'Printable Summary' tab, and a green arrow points to the '2019 Volunteer Hours - John Lorusso' table.

Date	Project	Vol Hours	Edu Hours	Travel Hours	Mileage	Expenses	Fees	Value Rcvd	Attendees
Sep 16, 2019	Community Outreach	12.00	0.00						4
Sep 16, 2019	Community Outreach	10.50	0.00						53
Sep 04, 2019	Community Outreach	56.00	0.00						591
Aug 30, 2019	Community Outreach	21.00	0.00						8
Aug 22, 2019	Community Outreach	34.00	0.00						12
Aug 15, 2019	Community Outreach	6.00	0.00						44
Aug 02, 2019	Community Outreach	28.50	0.00						8
Aug 02, 2019	In-Office Service	16.00	0.00						36
Jul 30, 2019	Community Outreach	2.00	0.00						2
Jul 17, 2019	Community Outreach	24.00	0.00						8
Jul 03, 2019	Community Outreach	44.00	0.00						25
Jun 06, 2019	Community Outreach	22.00	0.00						8
Jun 05, 2019	Community Outreach	5.00	0.00						80
May 26, 2019	Community Outreach	5.00	0.00						50

Next you will press and hold the Command key  and the letter P

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

Save as a PDF

The screenshot shows the Master Gardener Program website interface. At the top, there is a navigation bar with links for Home and Directory. Below this, there are tabs for the years 2017, 2018, and 2019, along with buttons for 'Enter Hours', 'Printable Summary', and 'Report'. The main content area displays a table of volunteer hours for the year 2019. A print menu is open, showing options for 'PDF' and 'Print'. A green arrow points to the 'PDF' button, which has a dropdown menu open with the following options: 'Open in Preview', 'Save as PDF', 'Save as PostScript', 'Send in Mail', 'Add to Apple Books', 'Send via Messages', 'Save to iCloud Drive', 'Save to Web Receipts', and 'Edit Menu...'. The 'Save as PDF' option is highlighted in blue.

Date	Activity	Vol Hours	Edu Hours
Sep 16, 2019	Community Outreach	4	0.00
Sep 16, 2019	Community Outreach	53	0.00
Sep 04, 2019	Community Outreach	591	0.00
Aug 30, 2019	Community Outreach	8	0.00
Aug 22, 2019	Community Outreach	12	0.00
Aug 15, 2019	Community Outreach	44	0.00
Aug 02, 2019	Community Outreach	8	0.00
Aug 02, 2019	In-Office Service	36	0.00
Jul 30, 2019	Community Outreach	2	0.00
Jul 17, 2019	Community Outreach	8	0.00
Jul 03, 2019	Community Outreach	25	0.00
Jun 06, 2019	Community Outreach	8	0.00
Jun 05, 2019	Community Outreach	80	0.00
May 26, 2019	Community Outreach	50	0.00

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

