

Preview/Print

Documents may be previewed in-screen. From a document preview, you can either print or download the document(s).

Print a document

Steps *To preview or print a single document:*

1. Visit a document you wish to preview or print.
2. Click the printer icon in the right of the toolbar.
3. In the printer dropdown menu, you will see options to print/preview:
 - Full Document
 - Full Document + PDF Attachments (if any)
 - Viewing (any section(s) you are currently viewing)
 - Additional Views (if any)
4. Click the document you wish to preview/print.
5. You'll see **Print** and **Download** options in the top right next to the **Exit Preview** button.
6. Click the **Exit Preview** button to leave preview and return to editing the document.

Browser support

 **Tip** Print options vary based on browser support.

- Chrome - When you choose **Download**, the document will download onto your computer without further prompting. You will need to manually open the file from wherever it is saved (usually your **Downloads** directory).
- Android and iPhone devices - You will see only the **Print** option, which downloads the document directly to your computer or device.