

How to Download Pages for Print

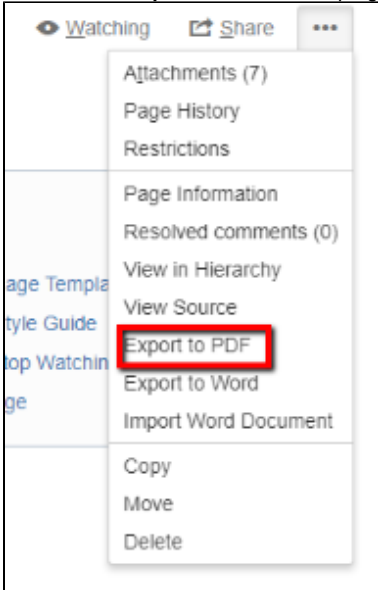
Follow the steps below to download Experts pages.

Step-by-step guides

- [Downloading a single page](#)
- [Downloading multiple pages](#)

Downloading a single page

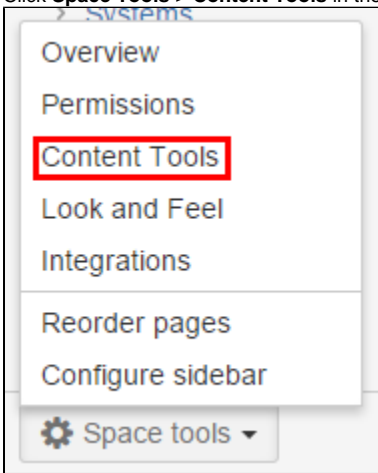
1. Navigate to the page you wish to print.
2. Click **Tools** > **Export to PDF** in the top-right corner. The page will download as a PDF.



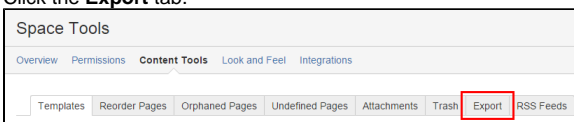
3. Open the file from your browser's download pop-up or from your Downloads folder. You can now print the file from the browser or PDF reader.

Downloading multiple pages

1. Click **Space Tools** > **Content Tools** in the bottom-left corner of the space.



2. Click the **Export** tab.



Related articles:

- [Knowledge Base Style Guide](#)
- [Knowledge Base Page Structure Guidelines](#)
- [Accessibility Concerns in Experts](#)
- [How to Import and Export Word Documents](#)
- [How to Create Lists in a Page](#)

3. Choose the radio button next to **PDF**. Then click **Next**.

Export Formats

Export content within this space in several formats.

- HTML
Use the HTML format to export this space.
- XML
XML exports can be reimported in Confluence.
- PDF
Export this space as PDF.

Next >>

4. Select the radio button for **Custom Export**.
5. Click **Deselect All** to uncheck all the boxes. You can then check only the pages you want to export.

Custom Export
Generates a PDF file of selected pages based on options that you choose from below.

Choose pages to export:
Select All · **Deselect All**

- Troubleshooting articles
- Reference articles
- How-to articles
- Experts Knowledge Base
 - About Experts
 - Using Experts
 - How to Download Pages for Print
 - How to Search the Knowledge Base
 - How to Share a Page
 - How to Watch a Page
 - Likes and Popular Content
 - RSS Reader Compatibility with Experts
 - How to Install Omea Reader in Experts
 - Contributing to Experts

6. Click **Export** all the way at the bottom of the screen once you have selected your pages. A progress bar will show.

Running task
Exporting Space as PDF - In Progress

Exporting Space as PDF


Time Elapsed: 10 seconds
Time Remaining: 7 seconds (estimated)
Completion: 60% complete

Converting page 1 of 5 to PDF

7. Click **Download Here** when the pages are finished. Choose **Open** on the pop-up bar.

Finished PDF space export. [Download here](#).

Your document will then open. You can save it or print it. Remember, the site is the only place that it will get updated.

 Do not rely on paper copies to be up to date.

For questions or comments, contact the Computer Services Help Desk
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417-836-5891