

## How to Print in IntelliConnect™

With IntelliConnect, you can print a copy of any of the documents you find during your research in PDF or text format. The Print option is available at the top of any list of documents and at the top of any document. This includes Search Results, Research Folders, Document Tray, Tracker News and History.

### To print a document in PDF or text format

With the document you want to print open (either in the Preview pane or maximized on your screen), click the Print menu and select Print as PDF or Print as text.

If you select the Print as PDF:

- The document displays in a new browser window.
- Click the print icon, or click the File menu and then select Print.

If you select the Print as text:

- A print dialog box automatically displays.
- On the Print dialog box, set your print settings, and then click the Print button. (Note: If for some reason the Print dialog box does not appear, simply click the Print icon on the browser window containing the document you want to print.)
- The document(s) you selected is sent to your printer.

**TIP:** Printing to a PDF and Saving to a PDF produces the same result – either one creates a PDF file for your document(s). You can then print it or save it to your computer.

### Using Print Preferences

You have a couple of different options to choose from within Preferences on how you want your printed results to appear.

1. When emailing and exporting documents, you can include...
  - Document title and URL
  - Document title only

By default, any document that you print or email will include its title and URL. Select “Document title” if you do not want the URL included in the document that you are printing.

2. When printing multiple documents (non-PDF printing only), you can either print them...
  - Serially – This is the default setting. With this option selected, multiple documents you select to print are printed in RTF/HTML format one after the other, separated only by a horizontal line on the page (not a page break). Note that this is not available for PDF printing. PDF printing will always print separate documents.
  - Separately – When you select this option, multiple documents you select to print are printed with page breaks between documents.

**TIP:** Select the checkbox below the options to always include the document path (or “breadcrumb trail” to the document) within the text of the document you are printing, emailing, or exporting.