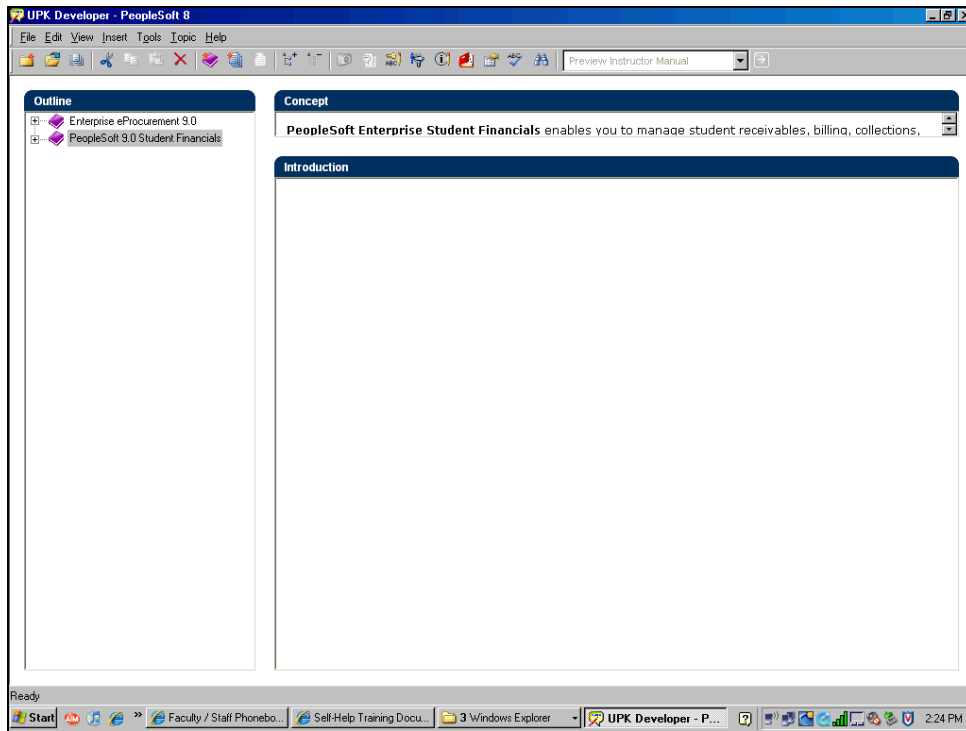


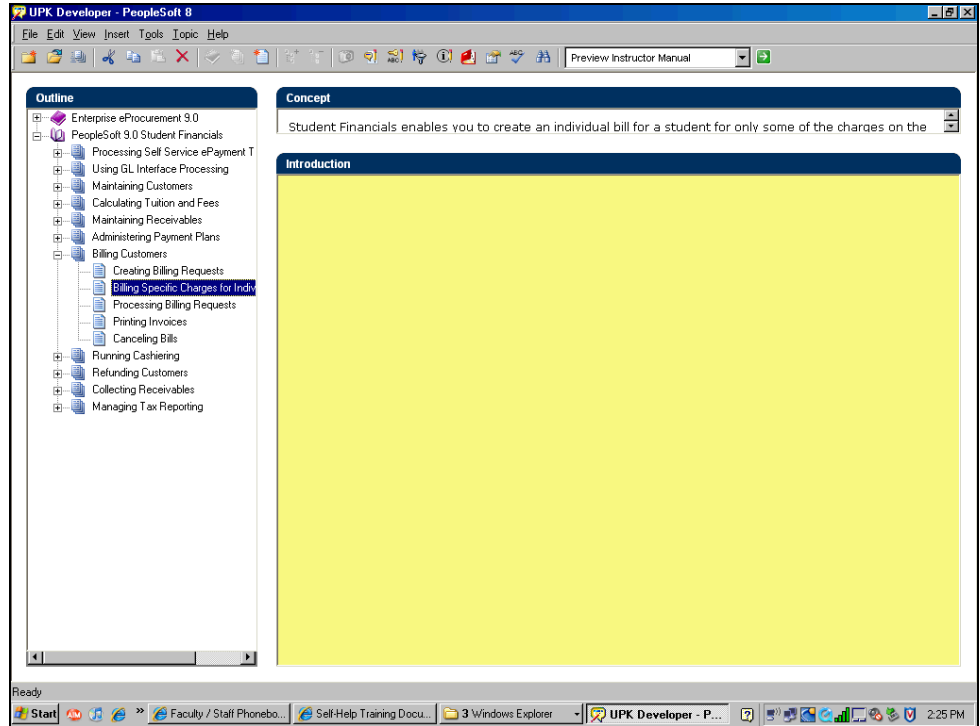
PK Developers



Publishing to PDF Format

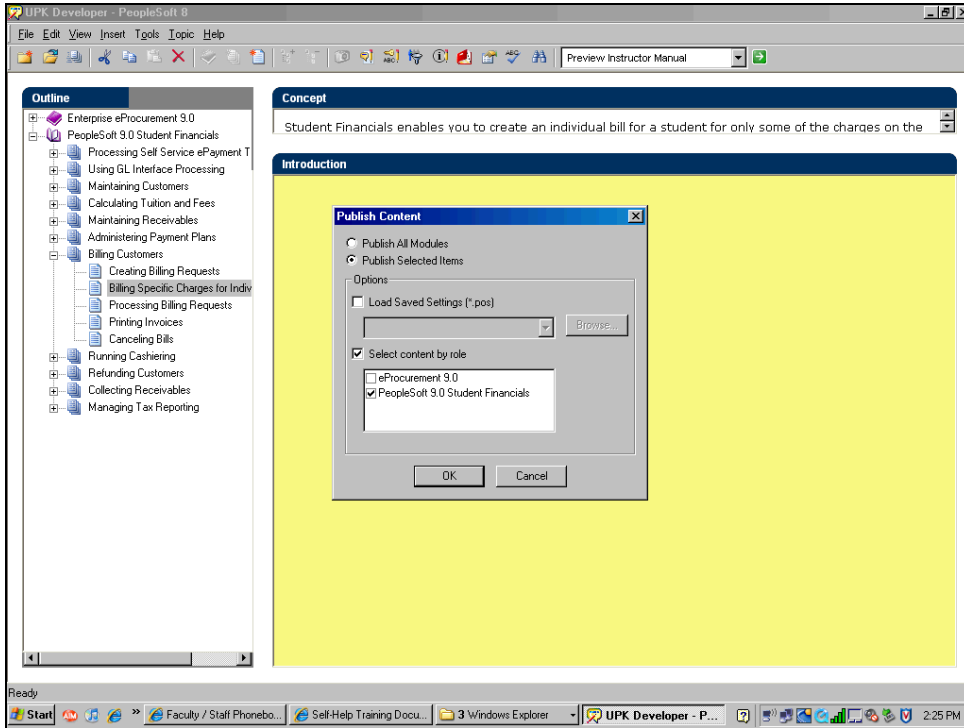
Procedure



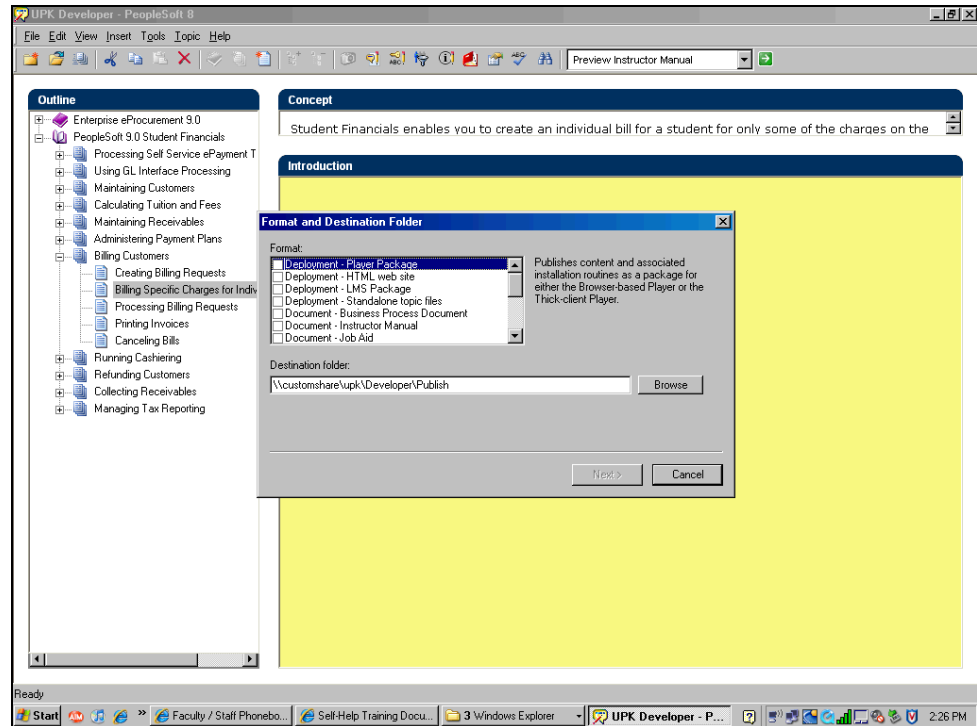
Step	Action
1.	Click the PeopleSoft 9.0 Student Financials tree item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">PeopleSoft 9.0 Student Financials</div>
2.	Click the Billing Customers tree item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Billing Customers</div>
3.	Click the Billing Specific Charges for Individual Students tree item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Billing Specific Charges for Indiv</div>



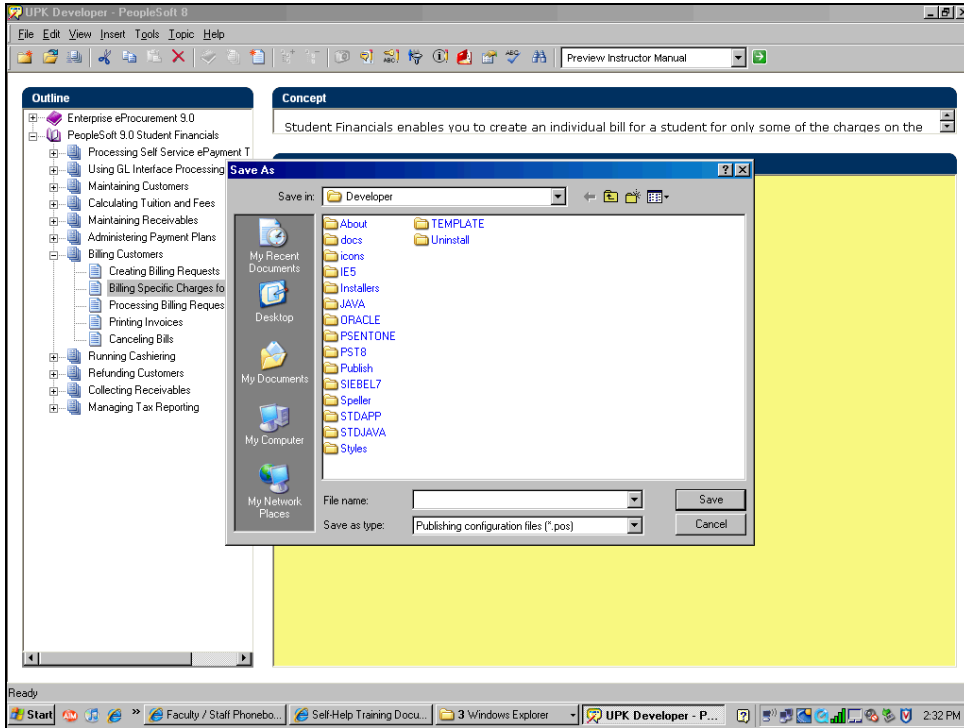
Step	Action
4.	Click the desired object. 
5.	Click the menu. 


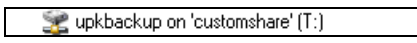





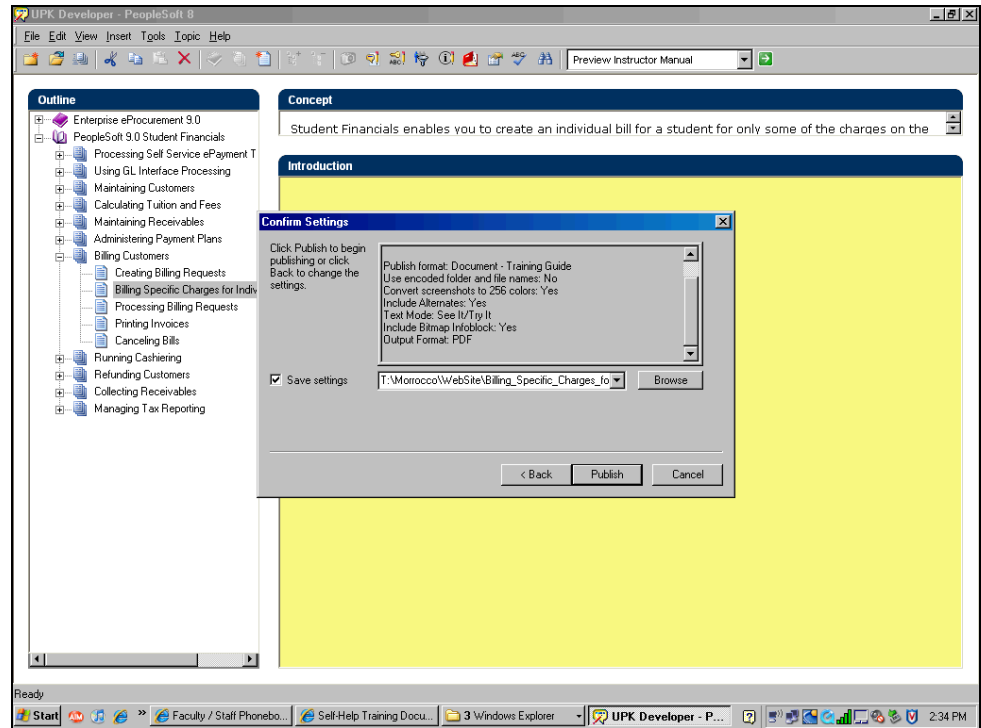
Step	Action
6.	Click the Select content by role option. <input checked="" type="checkbox"/> Select content by role
7.	Click the PeopleSoft 9.0 Student Financials option. <input checked="" type="checkbox"/> PeopleSoft 9.0 Student Financials
8.	Click the OK button. <input type="button" value="OK"/>



Step	Action
9.	Click the Vertical scrollbar scrollbar.
10.	Click the Document - Training Guide option. <input type="checkbox"/> Document - Training Guide
11.	Click the Next > button. <input type="button" value="Next >"/>
12.	Click the Output Format list item.
13.	Click the PDF list item. <input type="button" value="PDF"/>
14.	Click the desired object. <input type="button" value="PDF"/>
15.	Click the Browse button. <input type="button" value="Browse"/>
	<i>or</i> Press [Alt+B] .



Step	Action
16.	Click the Open button. 
17.	Click the upkbackup on 'customshare' (T:) list item. 
18.	Double-click the Morrocco list item. 
19.	Double-click the WebSite list item. 
20.	Click the Save button. 



Step	Action
21.	Click the Publish button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Publish</div>
22.	End of Procedure.