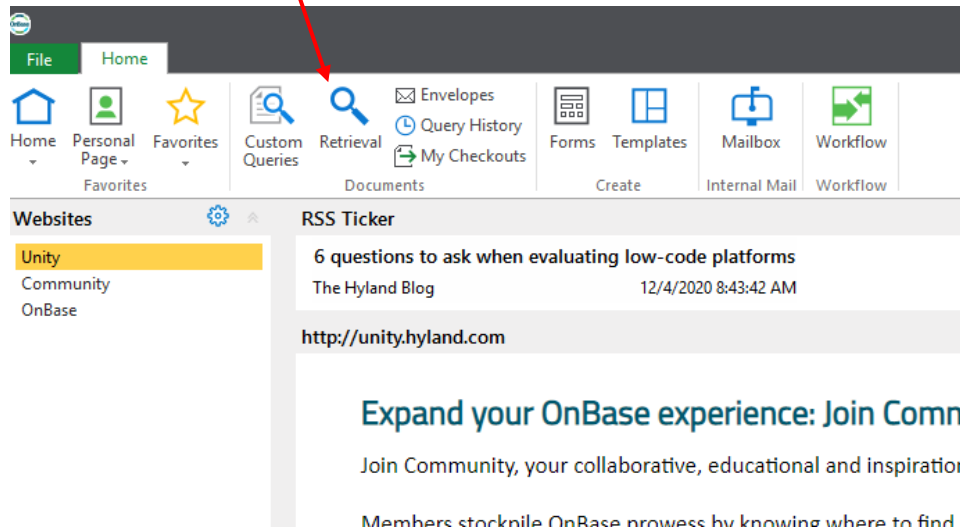


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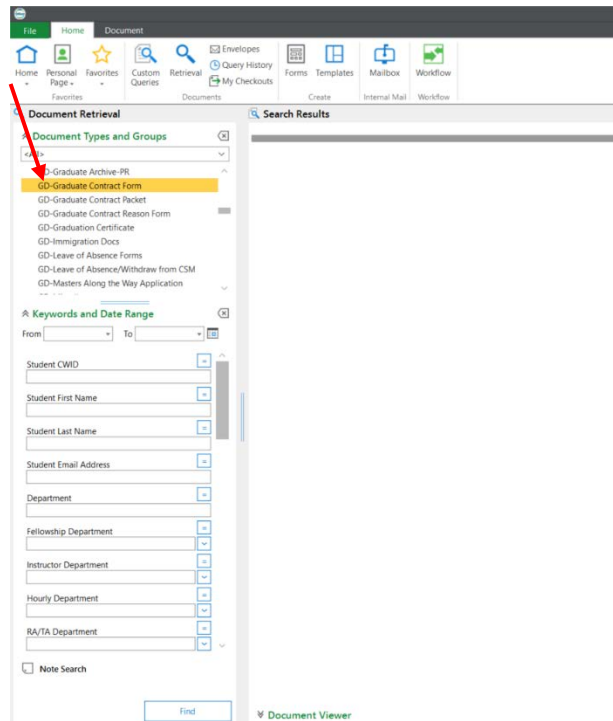
Graduate Contract Printing – Office of Graduate Studies Instructions

This guide offers instructions on how to print student contracts to PDF to a specific file on your computer.

1. Navigate to **Document Retrieval**:

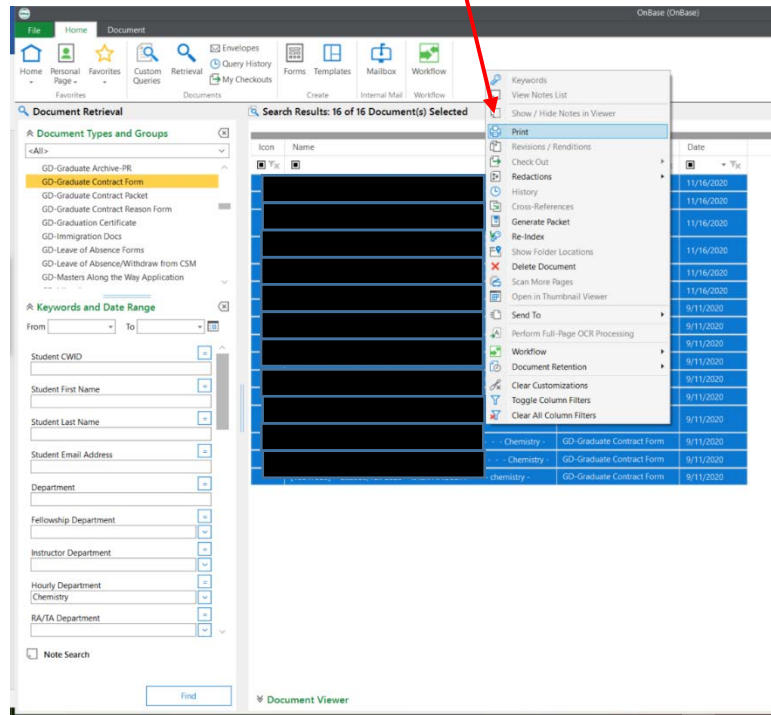


2. Navigate to **GD-Graduate Contract Form**

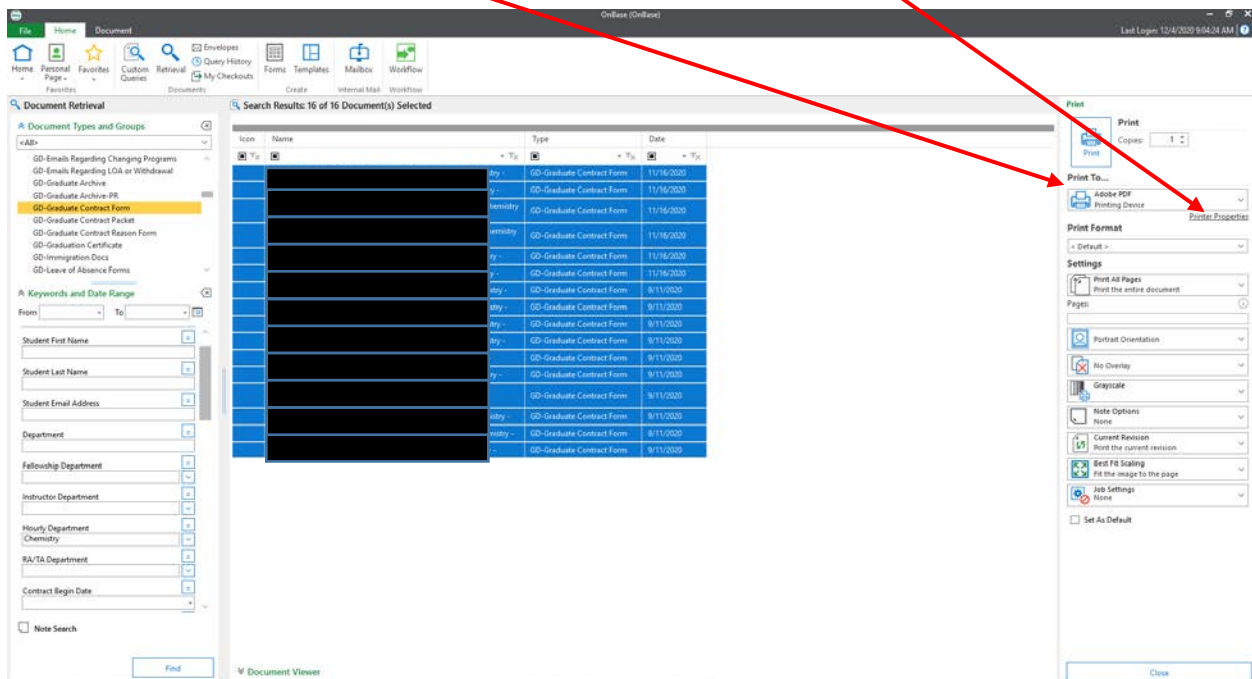


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4. Right click in the highlighted area, and select **Print**.

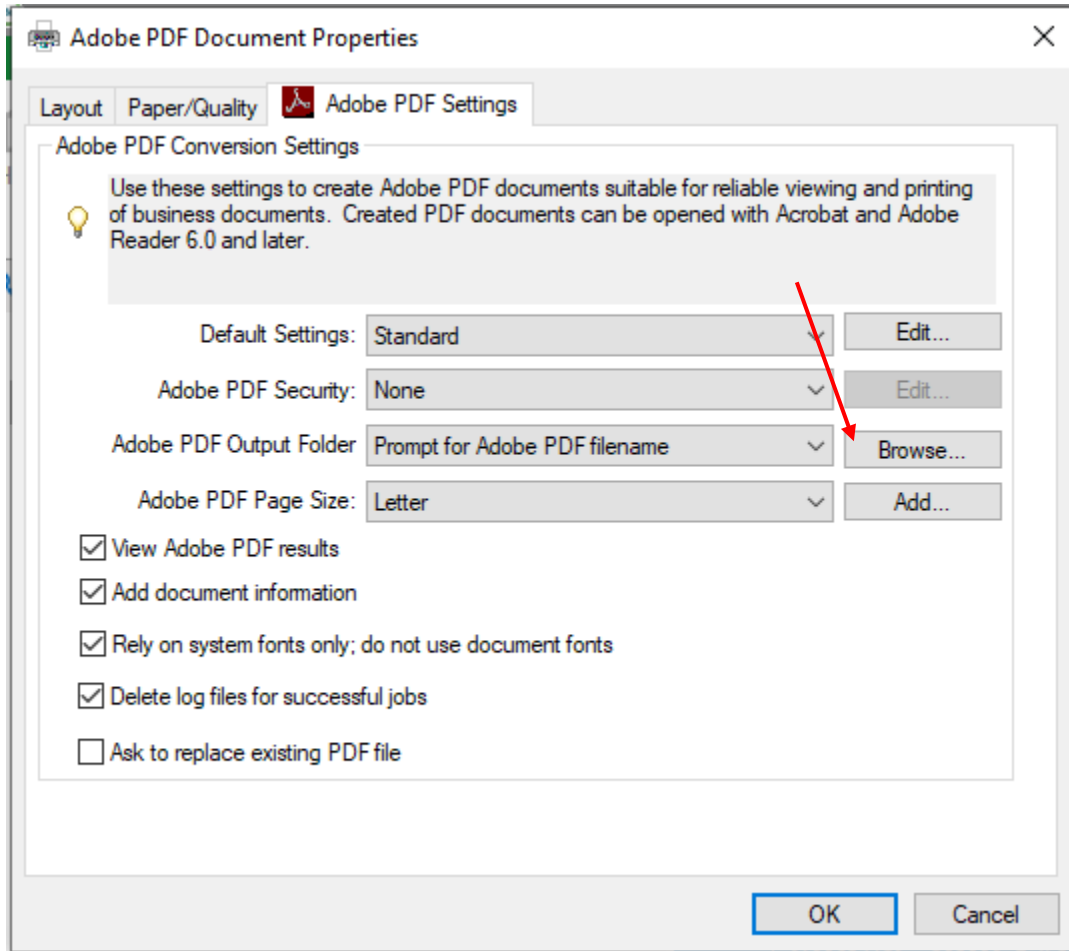


5. Change **Print To...** to **Adobe PDF**, and then click **Printer Properties**:



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6. Select **Browse** next to **Adobe PDF Output Folder** to select a location for these files to save:



7. Navigate to your preferred folder:

