

How to export your saved customization to a PDF

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1. Log into Cal Answers and **open the dashboard page** in which you want to apply a saved customization.
2. Click on the **Page Options Menu** and click **Apply Saved Customization**.
3. Once the customization is applied, go to the **Page Options Menu** and choose **Print > Printable PDF** from the dropdown menu.
4. Download your PDF by clicking the **Download arrow**.
5. Save your PDF to keep a copy of this customization. Repeat these steps for all the customizations you need to save.

Not sure what a saved customization is? A saved customization is when you've saved the customized filters you've applied to your dashboard, so you can apply them later. They are a useful feature in all Cal Answers dashboards. Find out about this and other helpful features on the website at calanswers.berkeley.edu/training/express-video-tutorials.

