How to Save a Copy of your Annual Report
College of Arts and Sciences

There are two easy ways to save a copy of your Annual Report. The procedure is the same for both Part-Time (Adjunct) and Full-Time faculty.

If you have yet to submit your annual report, you can save a PDF copy of it via the print/preview function within the annual reporting template ("Action Item"). Or, you can save either a PDF or a Word copy of your annual report via the "Vitas & Biosketches" sidebar link:

If you choose to download a PDF copy of your report via your annual report template, enter the template by clicking on the action item link and then click on "Preview CV":
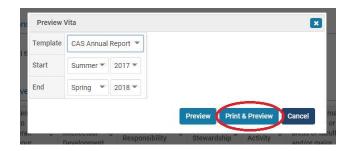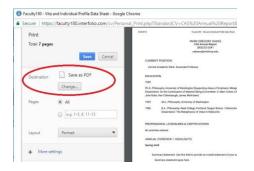
Next, select "Print & Preview":

In the subsequent print window, select "Save to PDF" as your "printer":

Note that your print window will vary with the web browser that you are using.

Alternatively, you can download either a PDF or a Word copy of your annual report via the "Vitas & Biosketches" link:

Once in the Vitas & Biosketches screen, select "View" for the report that you want a copy of:

Finally, select Word Document or PDF from the Export/Share menu and follow the save instructions from there:

Note: **be sure to select the appropriate date range** for the Annual Report that you are downloading.

Profile
Activities
Evaluations
Forms & Reports
Vitas & Biosketches
Find Colleagues

Welcome back, Mark Oakes

Your Action Items

CAS Full-Time Faculty AR 2017-2018
Activity Input | 2018-03-09 12:00 am - 2018-05-25 11:59 pm | Faculty 180

Winthrop University ›
Vitas & Biosketches

Quicklinks ⌄

▼ Vita Admin

Search: [   ]

Name	▲	Description	⇕	Unit	View	Actions
CAS Adjunct Report				College of Arts and Sciences	👁	
CAS Annual Report				College of Arts and Sciences	👁	

Winthrop University › Vitas & Biosketches ›
Vitas & Biosketches

View Vita

Vita Options

Type*   ⦿ Institutional   ○ Personal

[CAS Annual Report (College of Arts and Sciences)   ⌄]

Date range*   ○ All   ⦿ Custom

Begin*   **End***

[Summer ⌄] [2017 ⌄]   [Spring ⌄] [2018 ⌄]

☐ Hide date range in vita output

Note: date range only applies to items from activity input

Refresh Vita   **Export/Share ⌄**   **Print**

Export To

Word Document

PDF

My Interfolio Dossier

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Summer 2017 - Sum
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