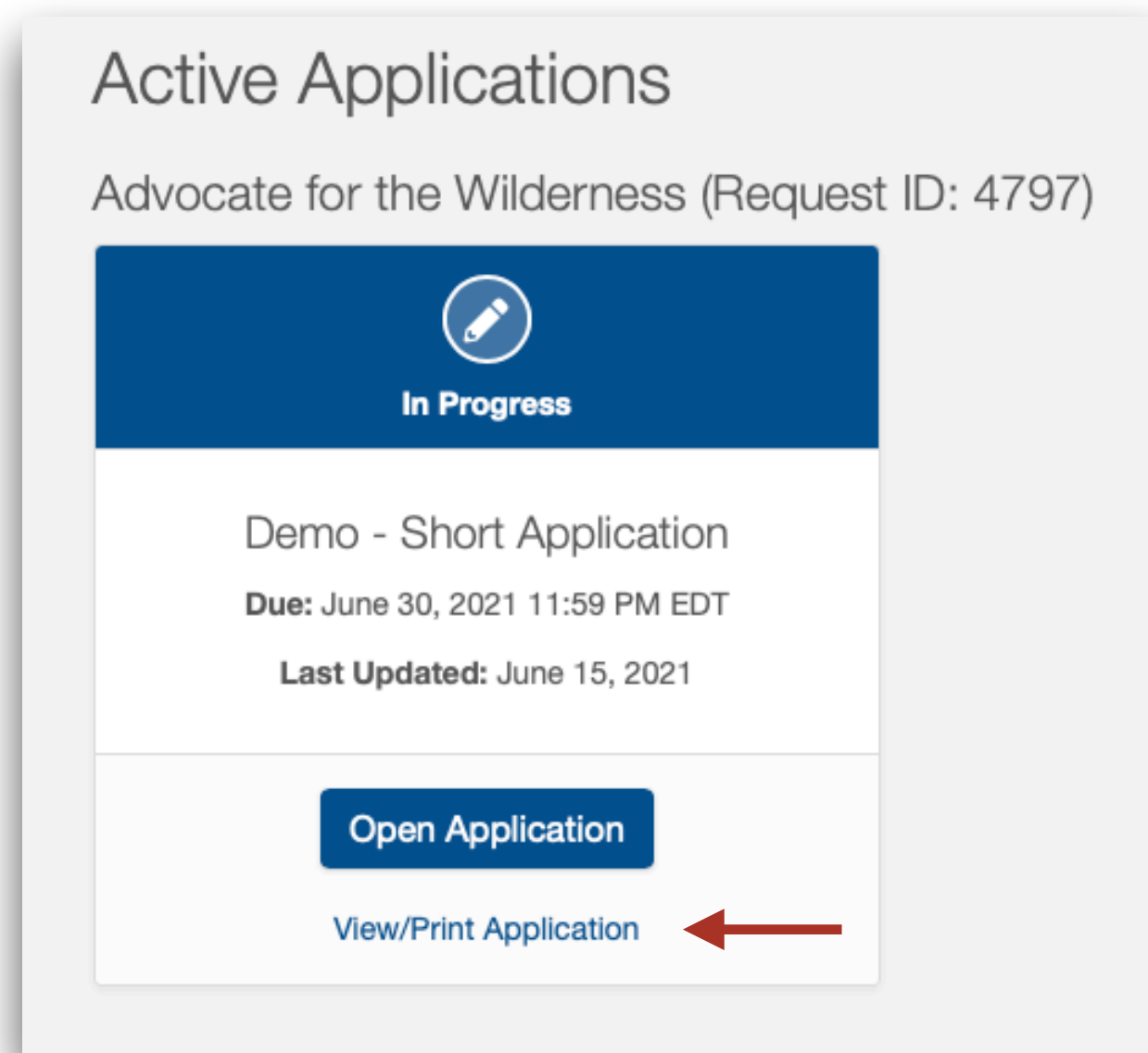
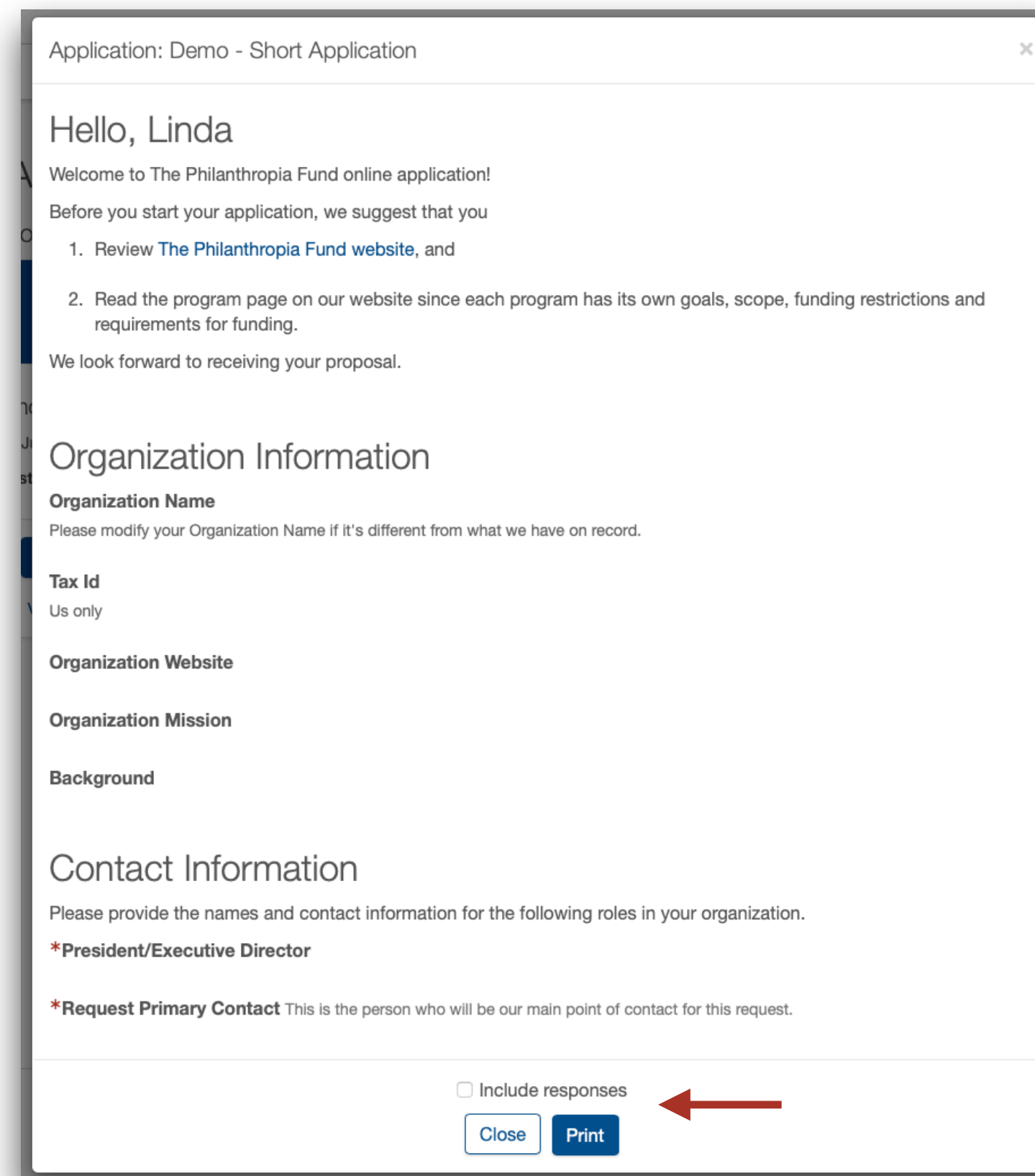


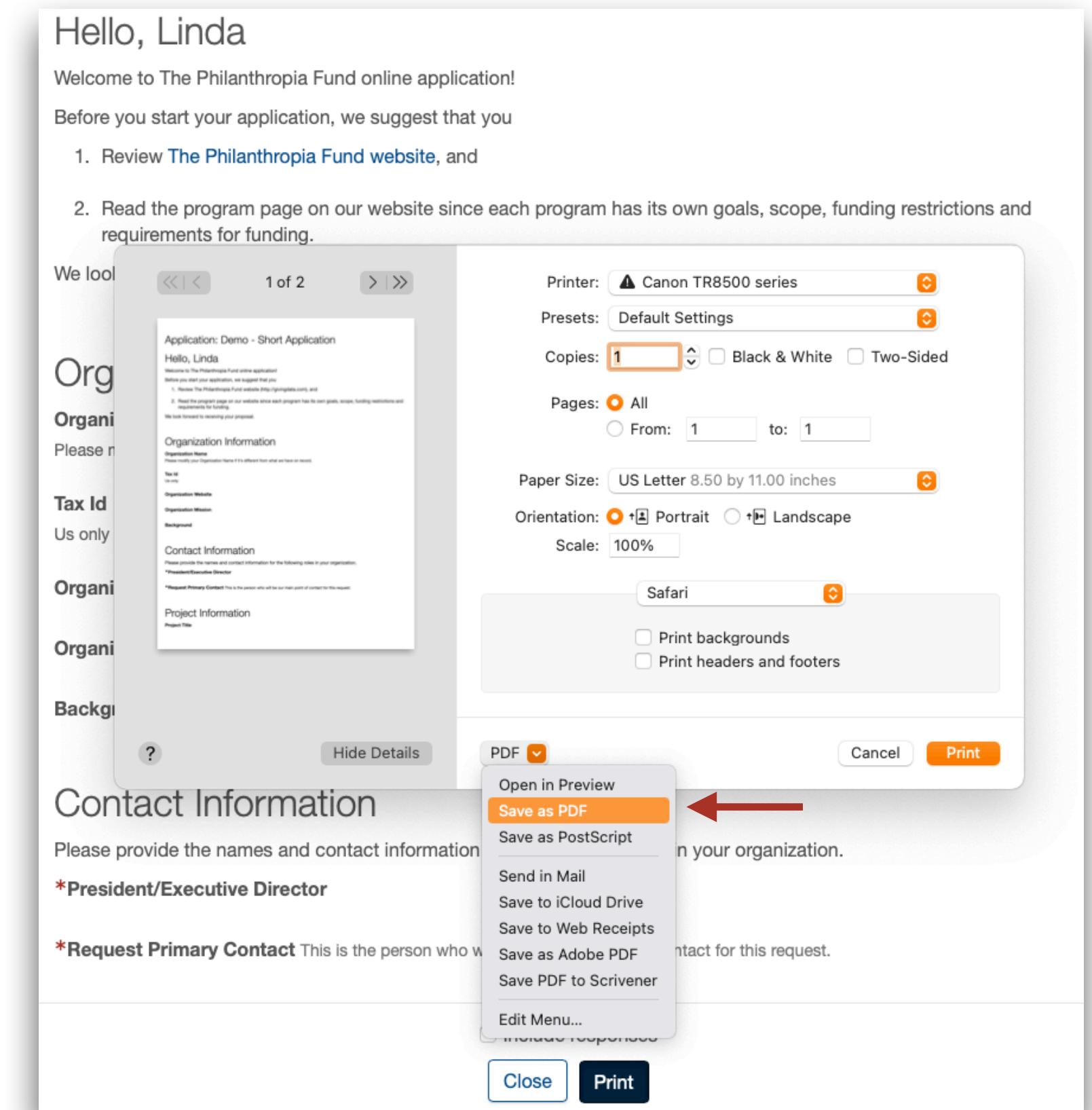
# How to save your GivingData Grant Application Form as a PDF: Option I - From the Grantee Portal



1. Login to your Grantee Portal, navigate to the Active Applications page, and click on *View/Print Application*.

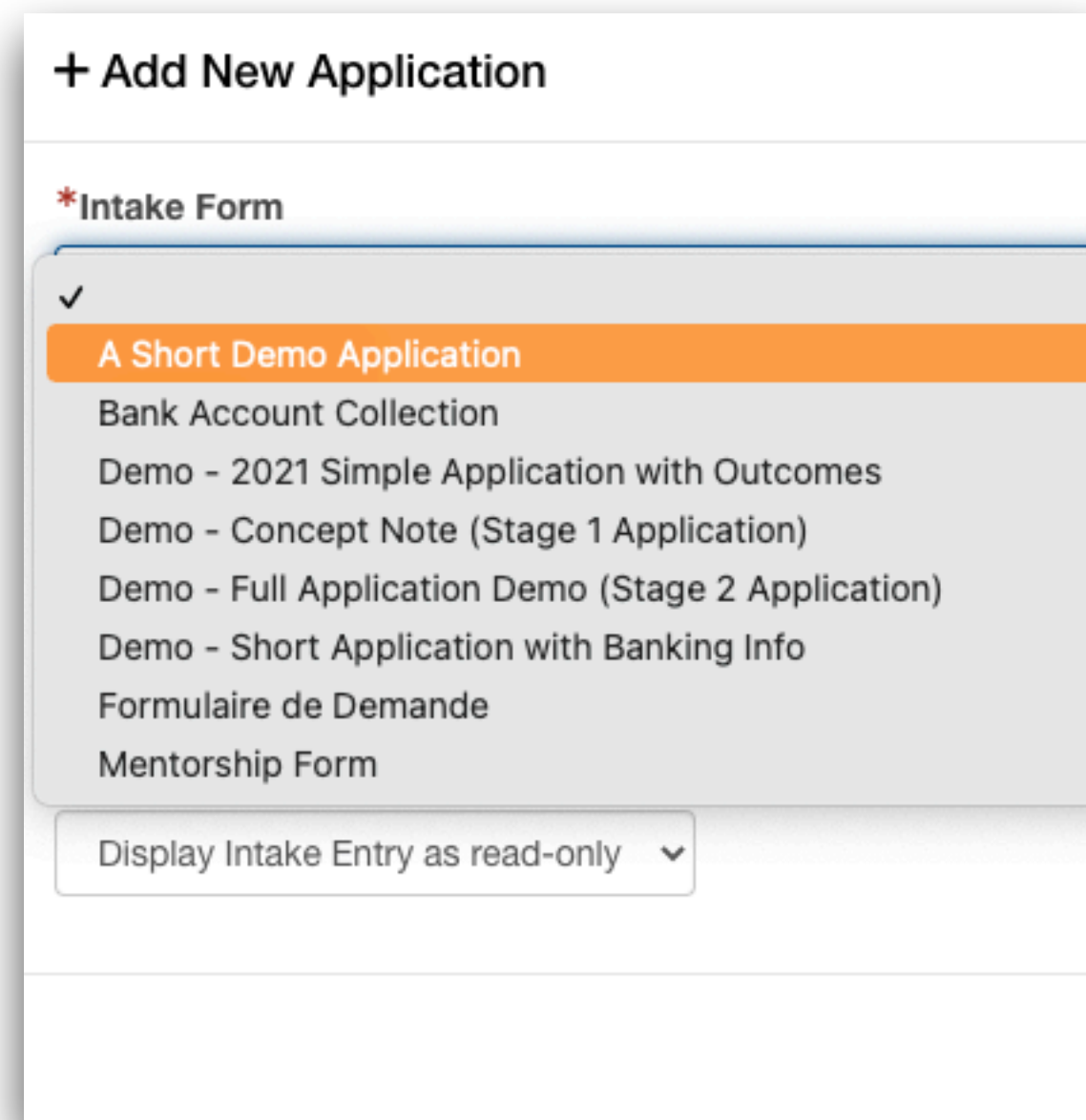


2. Uncheck *Include responses* and then click *Print*.



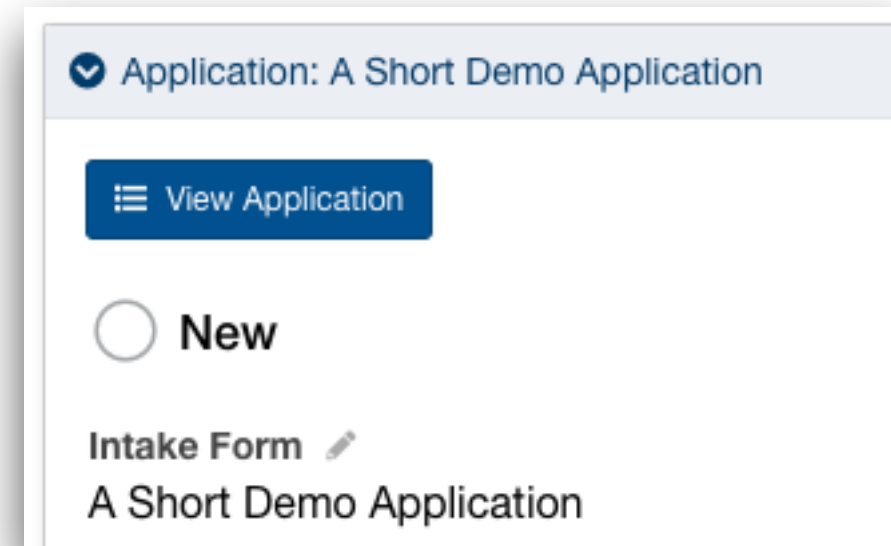
3. From your print menu, select *Save as PDF*.

# How to save your GivingData Grant Application Form as a PDF: Option II - From GivingData

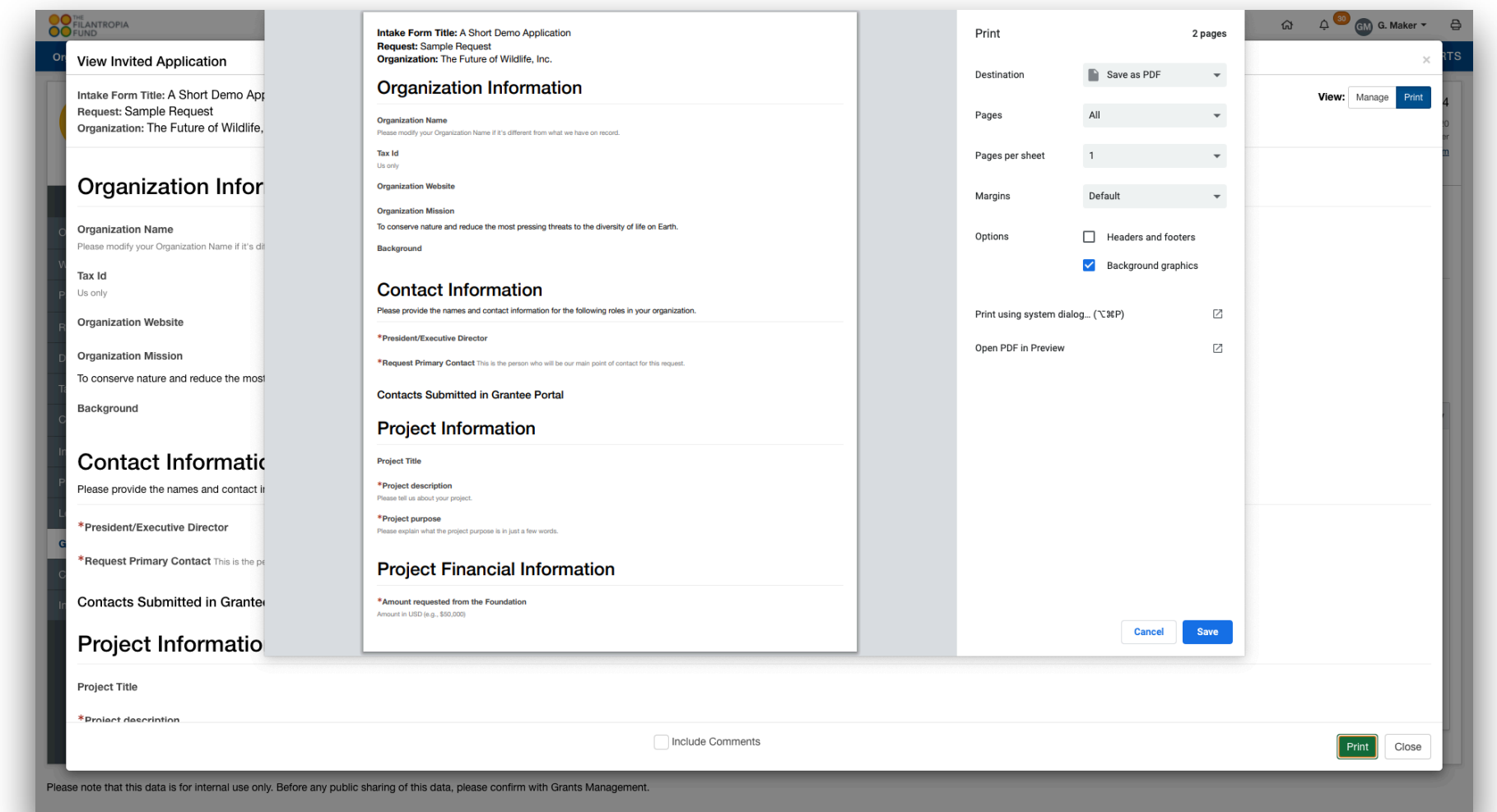


1. Navigate to any request and add the Application Form that you want to save as a PDF.

Note: You can add multiple Application Forms if you want to save more than one.



2. Click on *View Application* for each form you want to save as a pdf.



3. Click on *Print* and then select *Save as PDF* from your print menu.