

CLEAN CATALOG

GENERATING A NEW PDF

1. Login to your admin account
2. Click on "**manage**" and then "**content**" in the upper toolbar
3. Select "**PDF Generator**" from the "**Content Type**" drop-down menu
4. Select "Filter" to search
5. Locate the catalog or handbook you'd like to generate a PDF for, then click "**edit**" on the right-hand side
6. If you'd like, you can upload a cover page and back cover page here to be used on your PDF
7. Scroll to the bottom of the page and select "**Save and Generate PDF.**"
You will see a blue progress bar across the screen. Do not exit the page, as it may take several minutes for the site to finish generating your PDF.

Click here to watch a video tutorial
