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1. Log in Lesesne Gateway and open your transcript
2. Select the whole transcript (click at the upper left and drag the mouse to the lower right corner)
3. Right click on the selected area and chose **Print**
4. When the print options appear, use the drop-down menu to change the printer destination to **Save as PDF**
5. Click **Save** (sometimes it may say **Print**) and then select a location on your hard drive to save the PDF of your transcript
6. Later you can open and print the saved file.