



PDF

Guides for Merlin Project Express

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Printing PDFs

You can create **PDF files** quickly and easily via the **print window**.

Click the **Show Details** button. This opens the **advanced print view**. Configure the **print options** as necessary. Following that, click the **PDF** button on the bottom left.

The screenshot displays the advanced print view of a software application. On the left, a task list is visible with columns for 'Task', 'Title', 'Given Work', 'Given Earliest', 'Resources', 'Predecessors', and 'ID'. A context menu is open over the task list, with 'Save as PDF' highlighted. The right side of the interface contains various print settings:

- Printer: Kyocera
- Presets: Default Settings
- Copies: 1
- Pages: All (radio button selected), From: 1 to: 1
- Paper Size: A4 (210 by 297 mm)
- Orientation: Portrait (radio button selected)
- Contents: Contents
- Print area: As in project view
- Print background:
- Print gradients:
- Print shadows:
- Repeat header columns on every page:
- Smart column page break:
- Smart row page break:

At the bottom left, there is a 'PDF' button and a 'Hide Details' button. At the bottom right, there are 'Cancel' and 'Print' buttons.

Click **Save as PDF**. The **macOS Save dialog** will open. Name the **PDF** file.

Save As: My Project.pdf

Tags:

Where: Desktop

Title:

Author:

Subject:

Keywords:

Security Options...

Cancel Save

In addition, **further options** for creating the **PDF** file can be found here:

- **Tags** (*tags used in macOS Finder*)
- **Title** (*document title*)
- **Author** (*author and copyright holder of the document*)
- **Subject**
- **Keywords**



These are **optional settings** that can be used if **required**.

PDF security options

The **Security Options...** button gives you the option to **password protect** the **PDF file** and its **contents**.

PDF Security Options

Require password to open document

Password:

Verify:

Require password to copy text, images and other content

Require password to print document

Password:

Verify:

Cancel OK