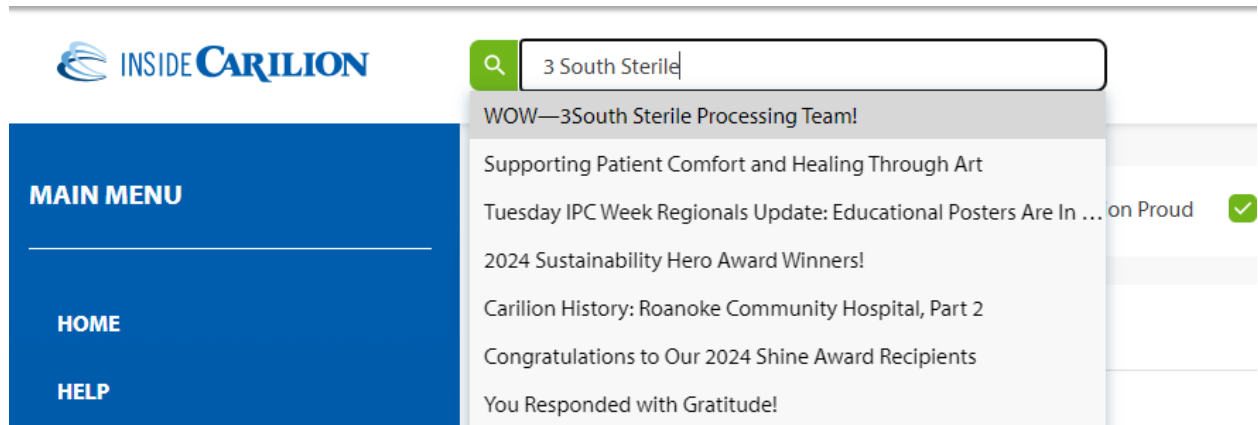


Saving a Wow Post as a PDF File

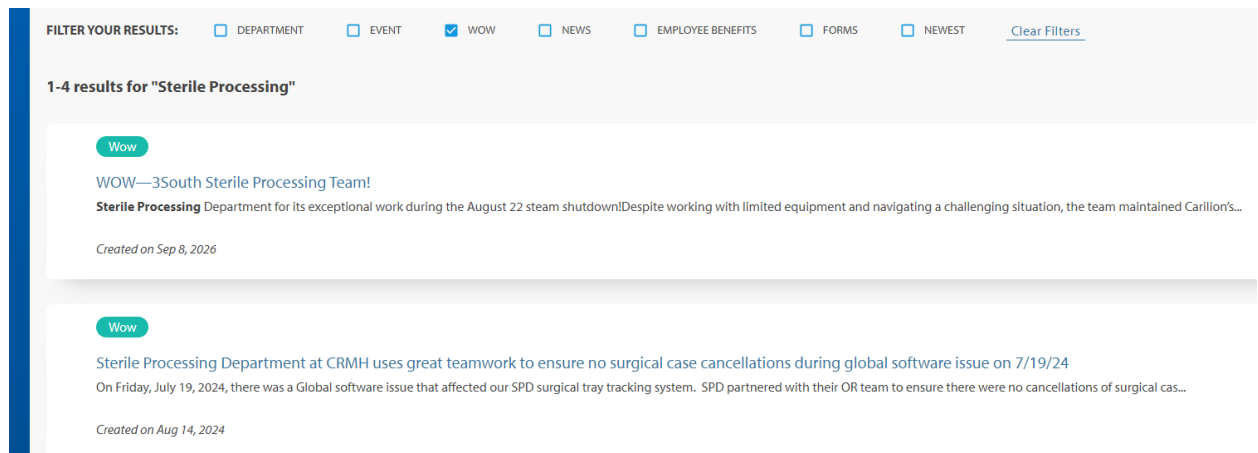
On Inside Carilion, find the Wow post you want to save.

You can do this several ways:

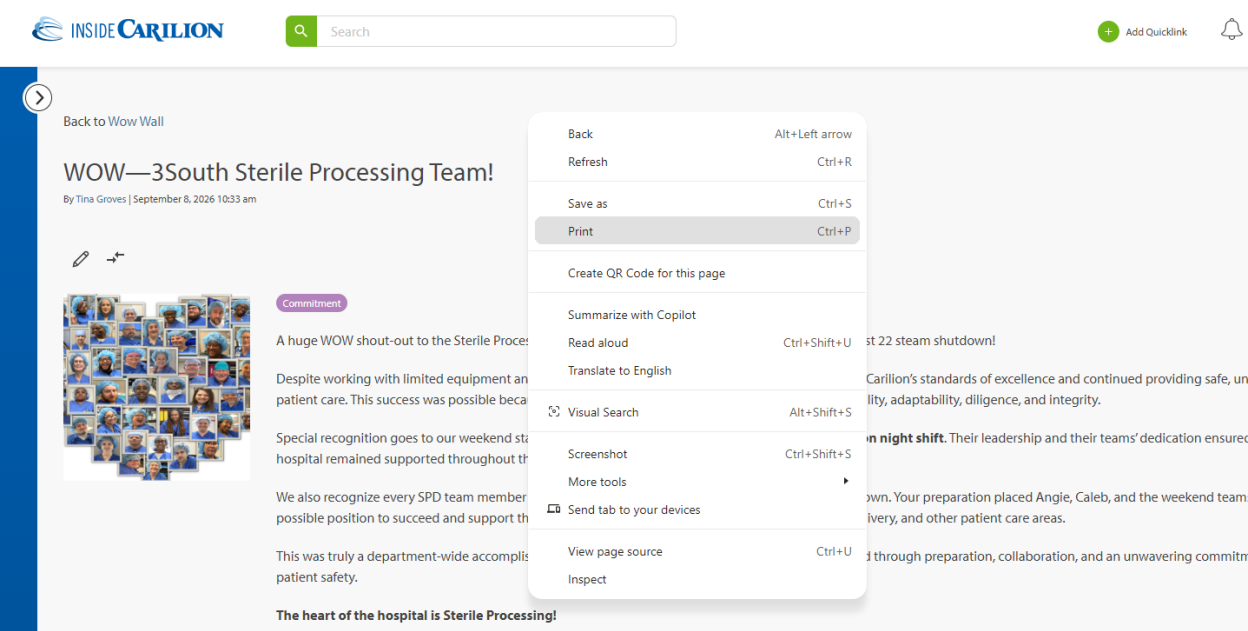
- If you know the name of the post, start typing it in the global search bar and choosing the option from the dropdown menu.



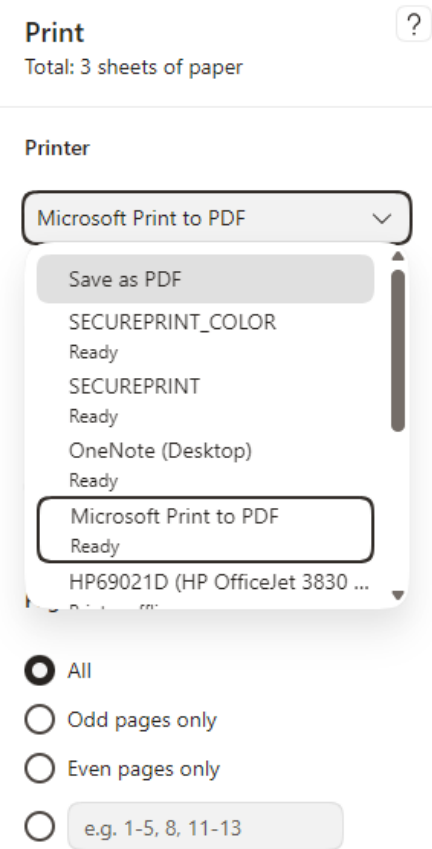
- Do a search by keyword (e.g. department name, person's name) in the search bar, click the Enter button and then filter the results by clicking on the “WOW” checkbox.



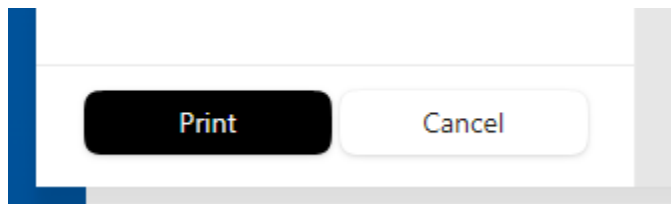
Once on the Wow post you want to save, right-click and select “Print” from the dropdown menu.



From the list of options, choose either the “Microsoft Print to PDF” or “Save as PDF”, depending on which is available in your browser. (Be sure that “All” is selected for Pages.)



Click on the “Print” button.



If needed, change the name of the file and click on Save.

