

Evidence Inventory Management System (EIMS)

User Guide

Save Webpage as PDF

Overview

This document provides step-by-step instructions to save a webpage as a PDF with the date and time of the capture.

It's important to capture the date & time of webpage-based evidence due the possibility of the webpage changing later.

EIMS Support

For assistance or questions please send an email to all Members of the EIMS Support team.

- Greg Spengler - gspengler@umaryland.edu
- Michael Brown – michaelbrown@umaryland.edu

Instructions – By Browser

Click the link for your browser from the list below:

- [Chrome](#)
- [Safari](#)
- [Microsoft Edge](#)

Chrome

Instructions

Go to Source Webpage

Step

Instructions - Chrome

1

- Open a browser and go to the desired webpage to be captured as pdf.

Example: Office of Community Engagement – Community Partnerships

<https://www.umaryland.edu/oce/community-partnerships/>

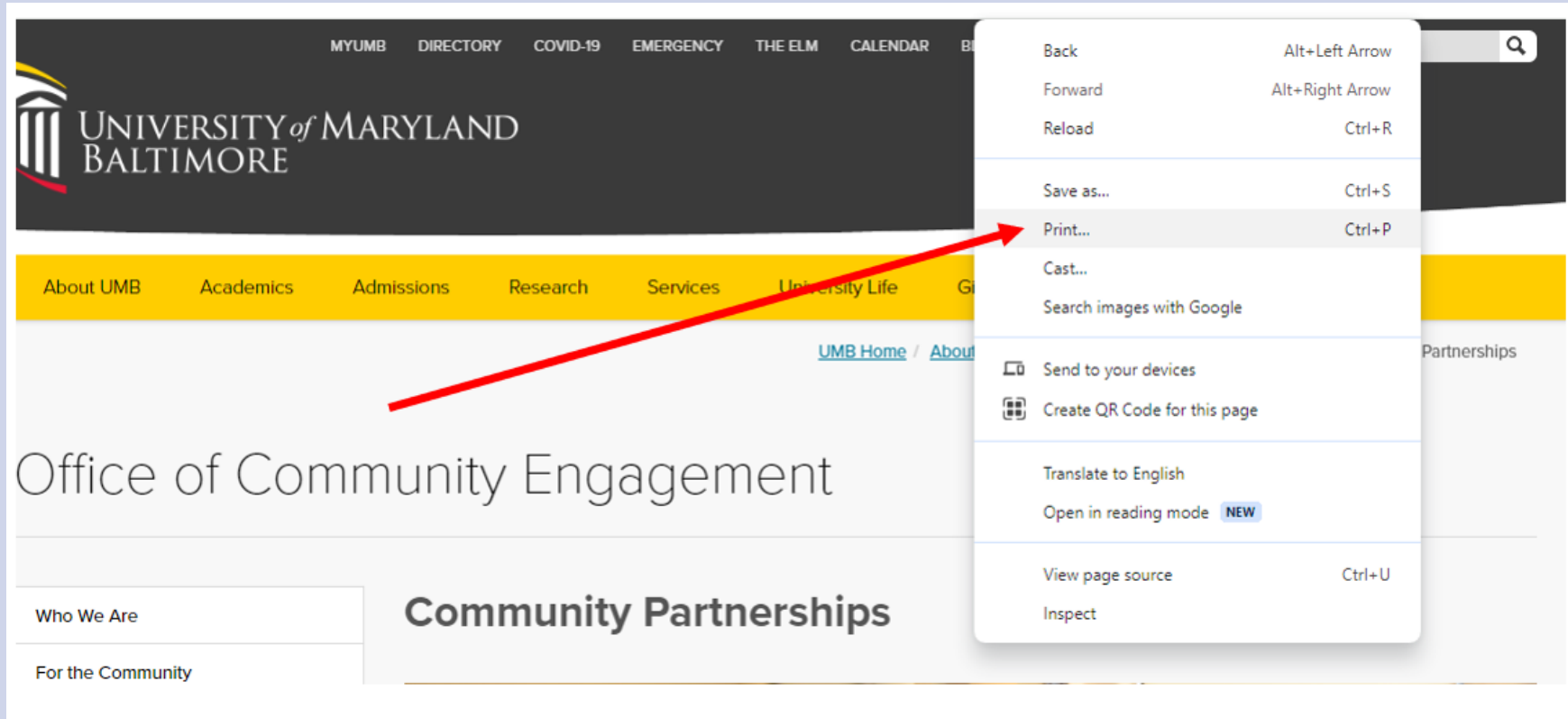


Save as PDF - Print

Step

Instructions - Chrome

- Right-Click on the page and select print. If right-click does not work, find your browser's print option.



2

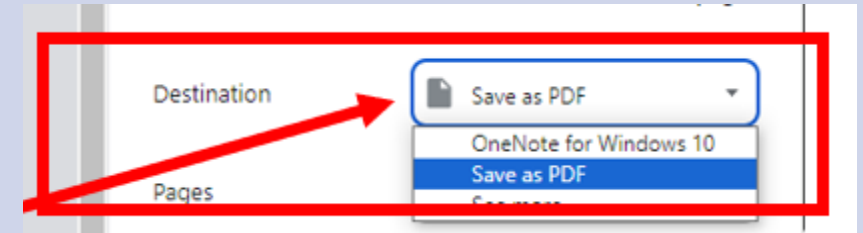
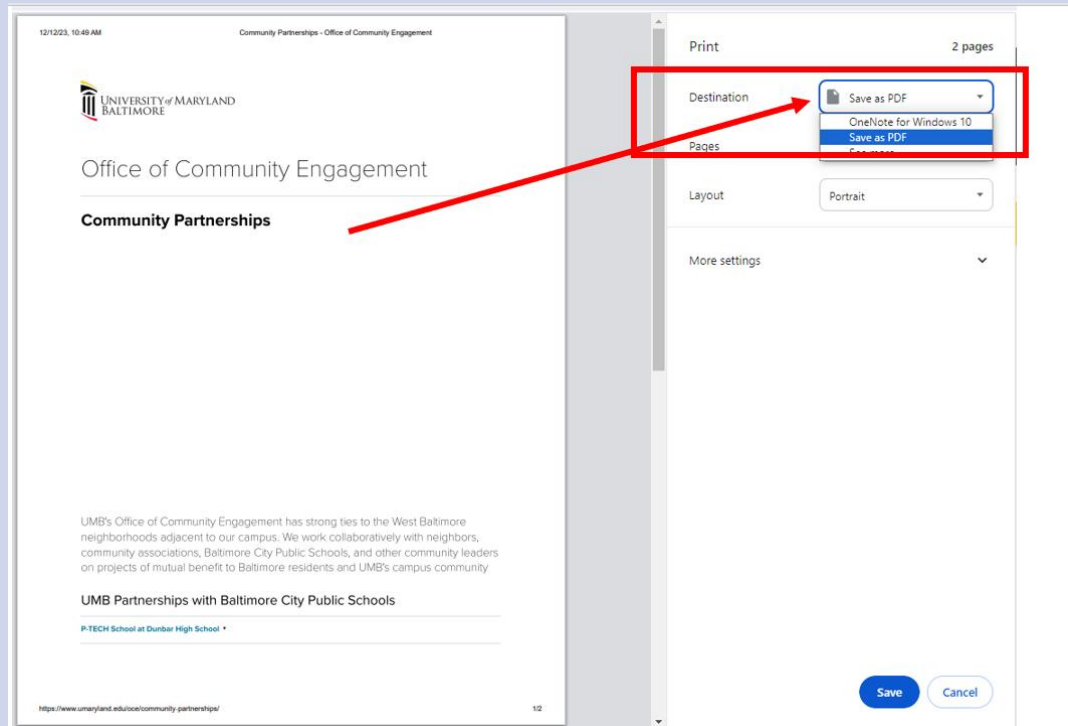
Chrome

Save as PDF

Step


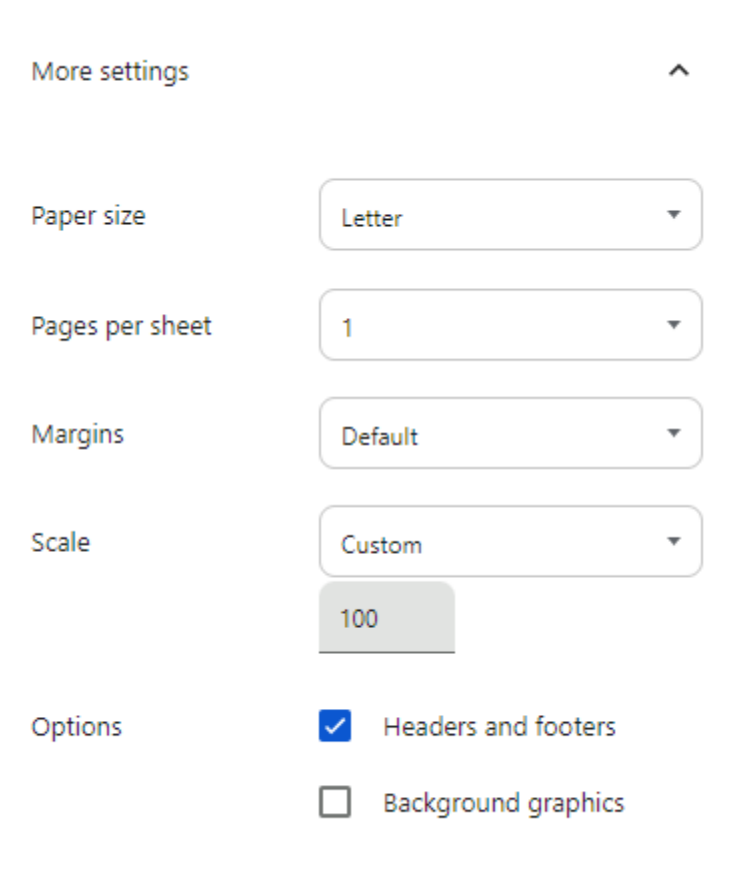
Instructions - Chrome

- For the **Destination** choose the **“Save as PDF”** option.

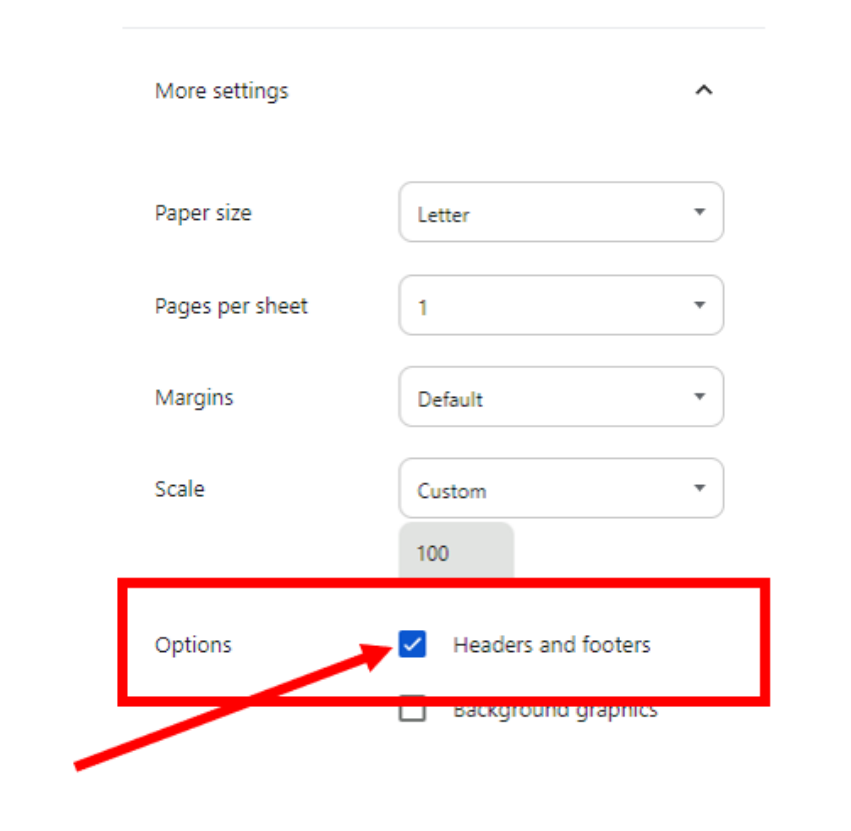


3
Chrome

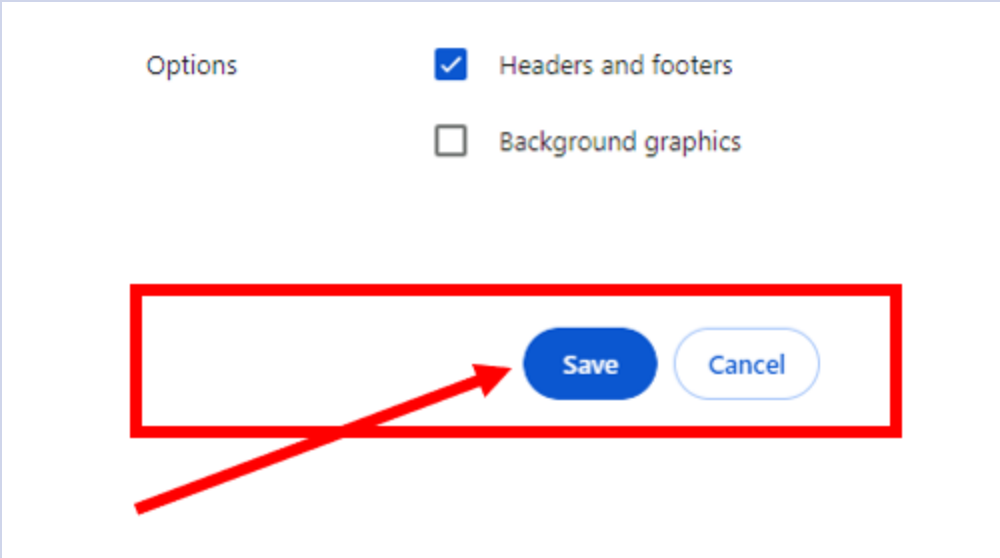
Save as PDF – More Settings

Step	Instructions - Chrome
4 Chrome	<ul style="list-style-type: none"><li data-bbox="428 362 1072 405">Expand the More Settings menu.  

Save as PDF – Headers & Footers

Step	Instructions - Chrome
5 Chrome	<ul style="list-style-type: none"><li data-bbox="428 362 1854 405">• If not already checked, click on the check-box to enable “Headers and Footers”.  <p>The screenshot shows the 'More settings' section of the Chrome print dialog. It includes options for Paper size (Letter), Pages per sheet (1), Margins (Default), and Scale (Custom). The 'Options' section at the bottom is highlighted with a red box, and a red arrow points to the checked checkbox for 'Headers and footers'. The 'Background graphics' checkbox is unchecked.</p>

Save as PDF

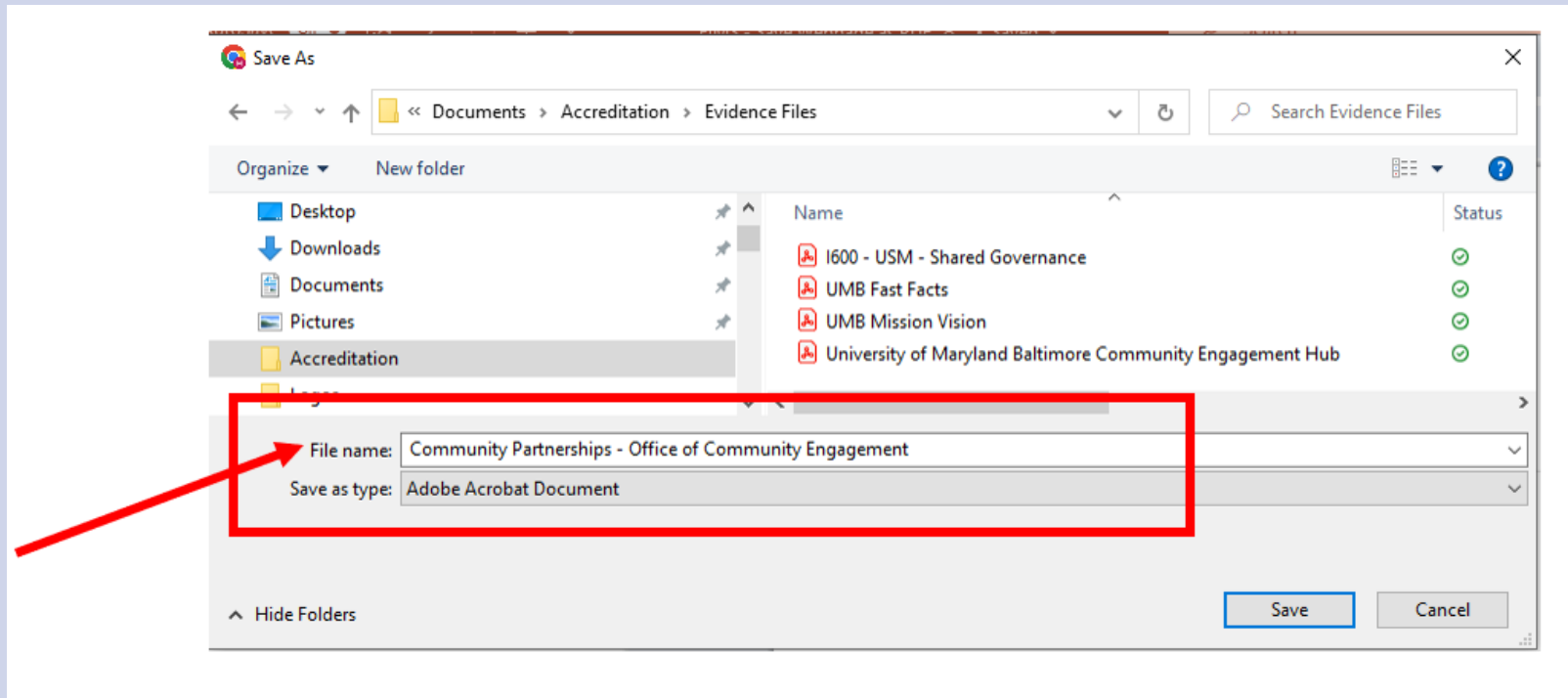
Step	Instructions - Chrome
6 Chrome	<ul style="list-style-type: none">Click the Save button.  <p>The screenshot shows the 'Save as PDF' dialog box in Chrome. It has two sections: 'Options' and a button area. Under 'Options', there are two checkboxes: 'Headers and footers' (checked) and 'Background graphics' (unchecked). Below the options are two buttons: 'Save' (a solid blue button) and 'Cancel' (a white button with a blue border). A red rectangular box highlights the 'Save' and 'Cancel' buttons, and a red arrow points from the bottom left towards the 'Save' button.</p>

Save as PDF

Step

Instructions - Chrome

- Enter a **File name** to save the file as a pdf.



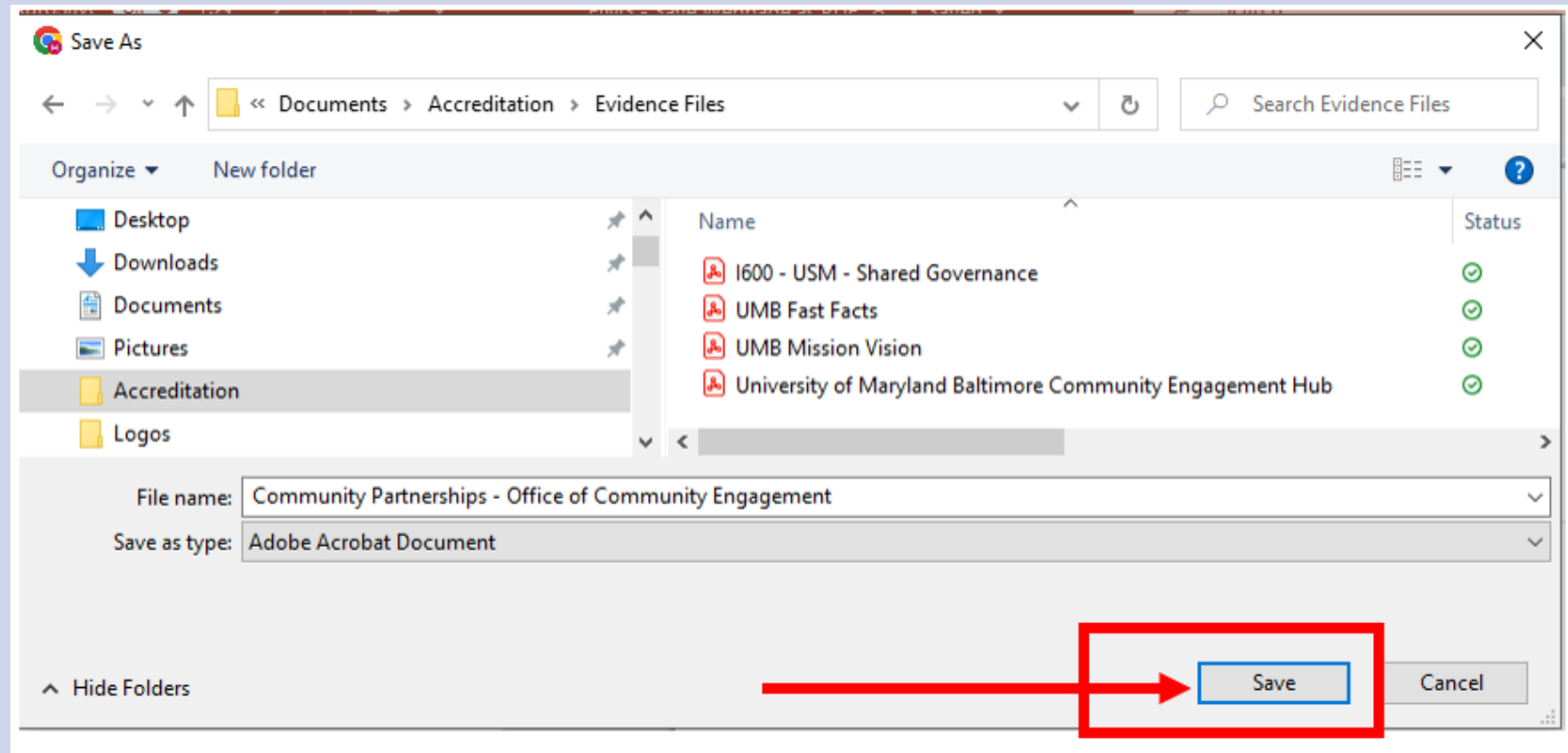
7
Chrome

Save as PDF

Step

Instructions - Chrome

- Click the **Save** button.



8
Chrome

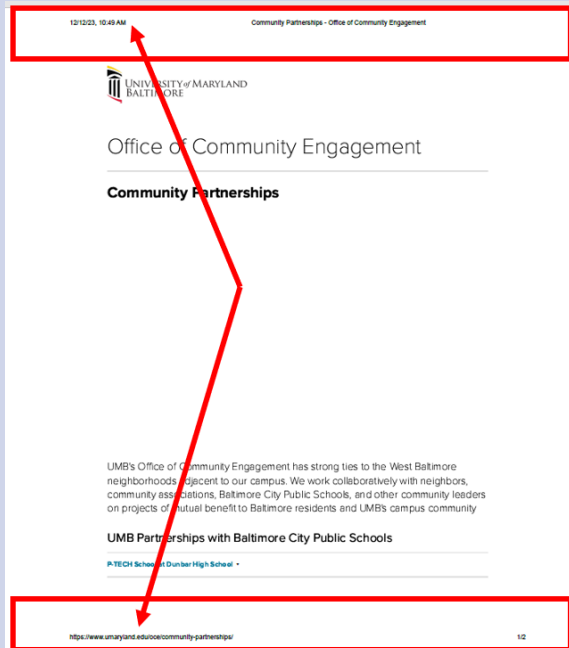
Verify PDF – Header & Footer

Step

Instructions - Chrome

- Locate the file (where it was saved) and double-click to open it. Verify the date/time appears in the header, and the URL appears in the footer

9
Chrome



12/12/23, 10:49 AM

Community Partnerships - Office of Community Engagement



UMB Partnerships with Baltimore City Public Schools

P-TECH School at Dunbar High School ▾

<https://www.umaryland.edu/oce/community-partnerships/>

Safari

Instructions

Go to Source Webpage

Step

Instructions - Safari

- Open a browser and go to the desired webpage to be captured as pdf.

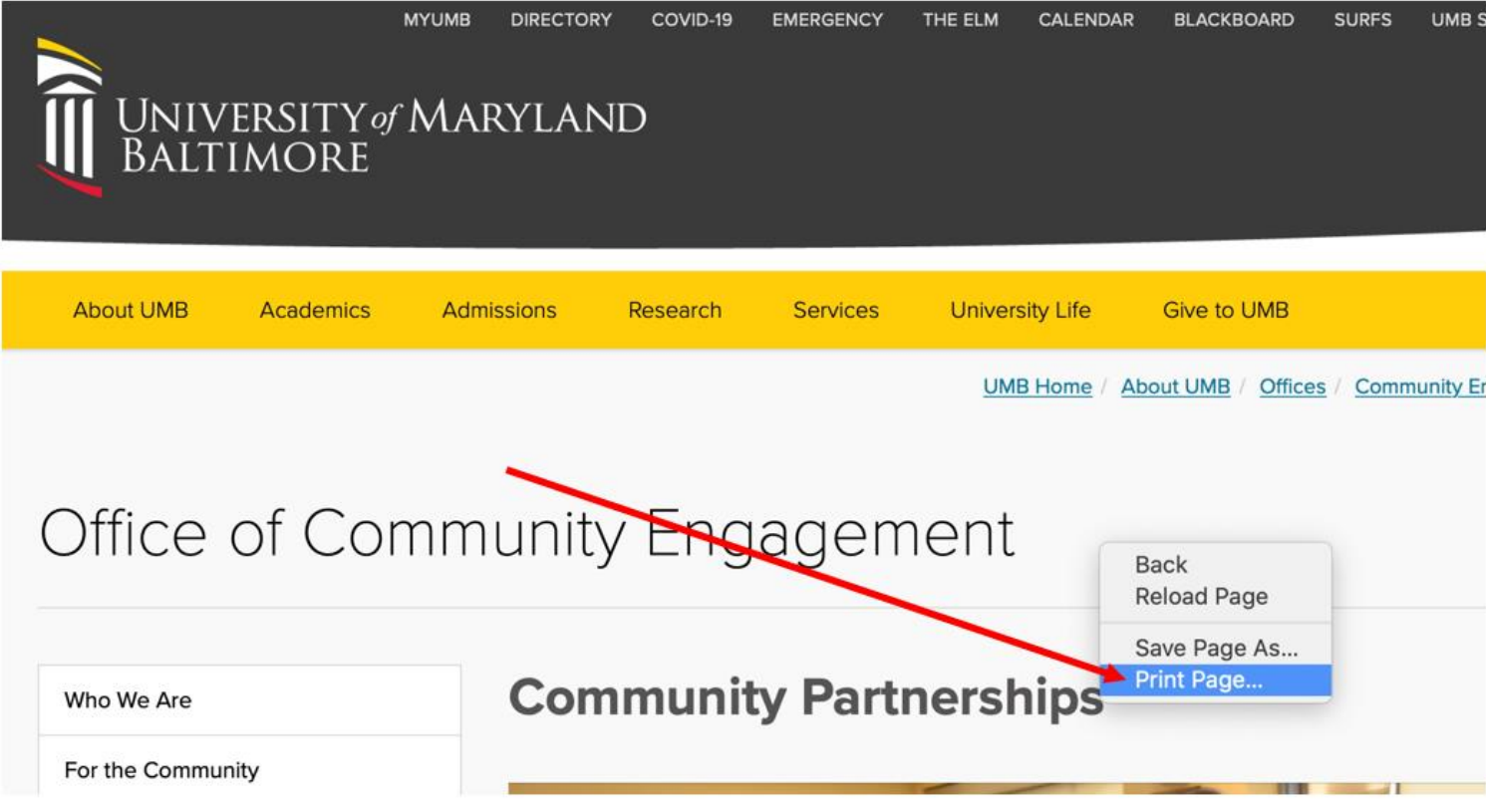
Example: Office of Community Engagement – Community Partnerships

<https://www.umaryland.edu/oce/community-partnerships/>

1
Safari



Save as PDF - Print

Step	Instructions - Safari
2 Safari	<ul style="list-style-type: none"><li data-bbox="428 362 2397 405">• Right-Click on the page and select “Print Page...”. If right-click does not work, find your browser’s print option.  <p>The screenshot shows the University of Maryland Baltimore website. At the top, there is a navigation bar with links: MYUMB, DIRECTORY, COVID-19, EMERGENCY, THE ELM, CALENDAR, BLACKBOARD, SURFS, and UMB S. Below this is the university's logo and name. A yellow navigation bar contains links for About UMB, Academics, Admissions, Research, Services, University Life, and Give to UMB. The main content area features the text 'Office of Community Engagement' and 'Community Partnerships'. A right-click context menu is open over the 'Community Partnerships' text, with options: Back, Reload Page, Save Page As..., and Print Page... (highlighted in blue). A red arrow points from the 'Print Page...' option to the 'Community Partnerships' text.</p>

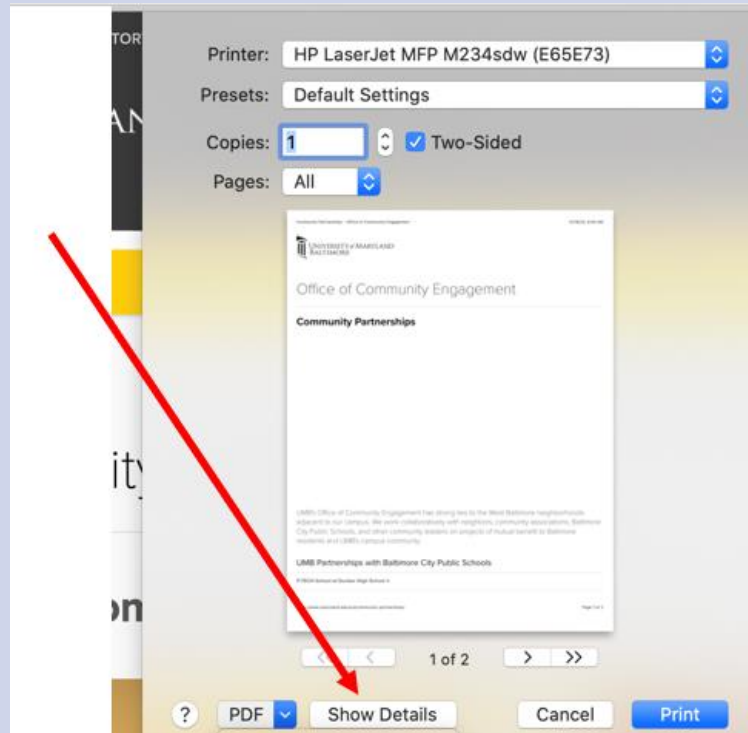
Save as PDF

Step

Instructions - Safari

- Click the “Show Details” button.

3
Safari



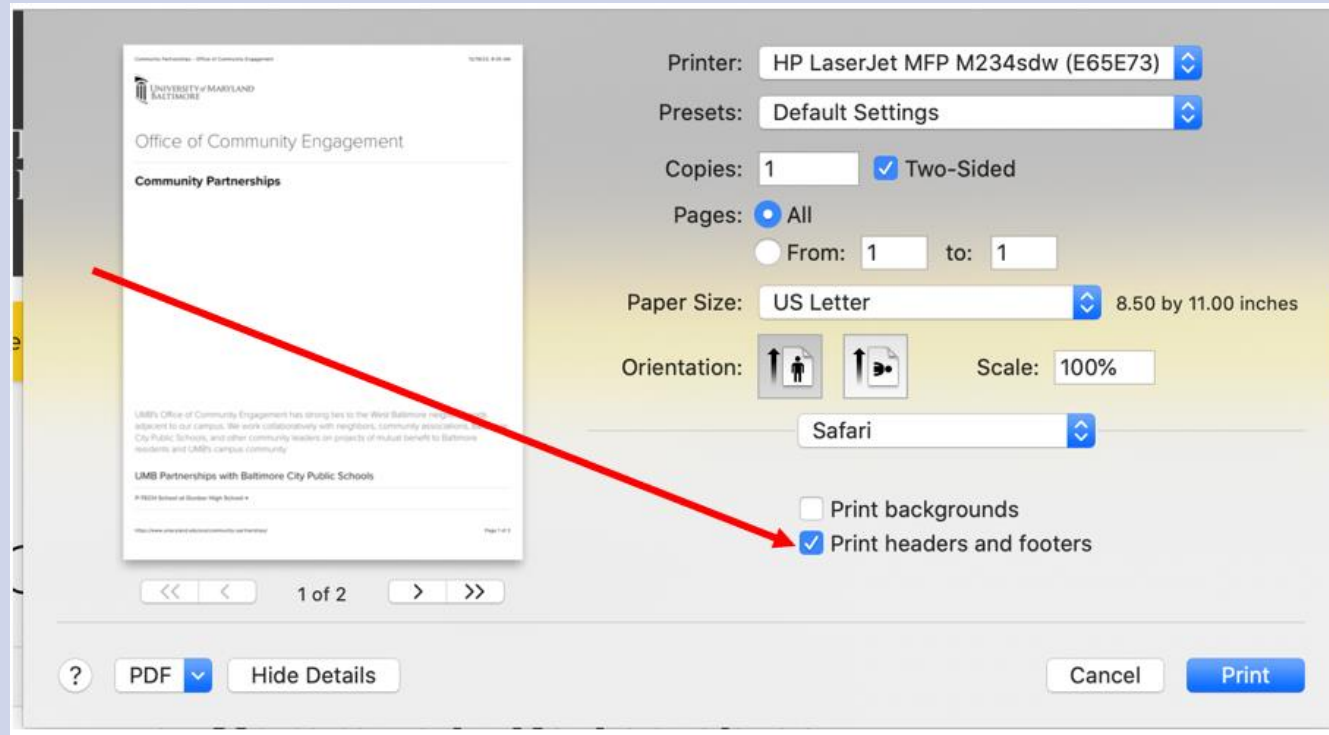
Save as PDF

Step

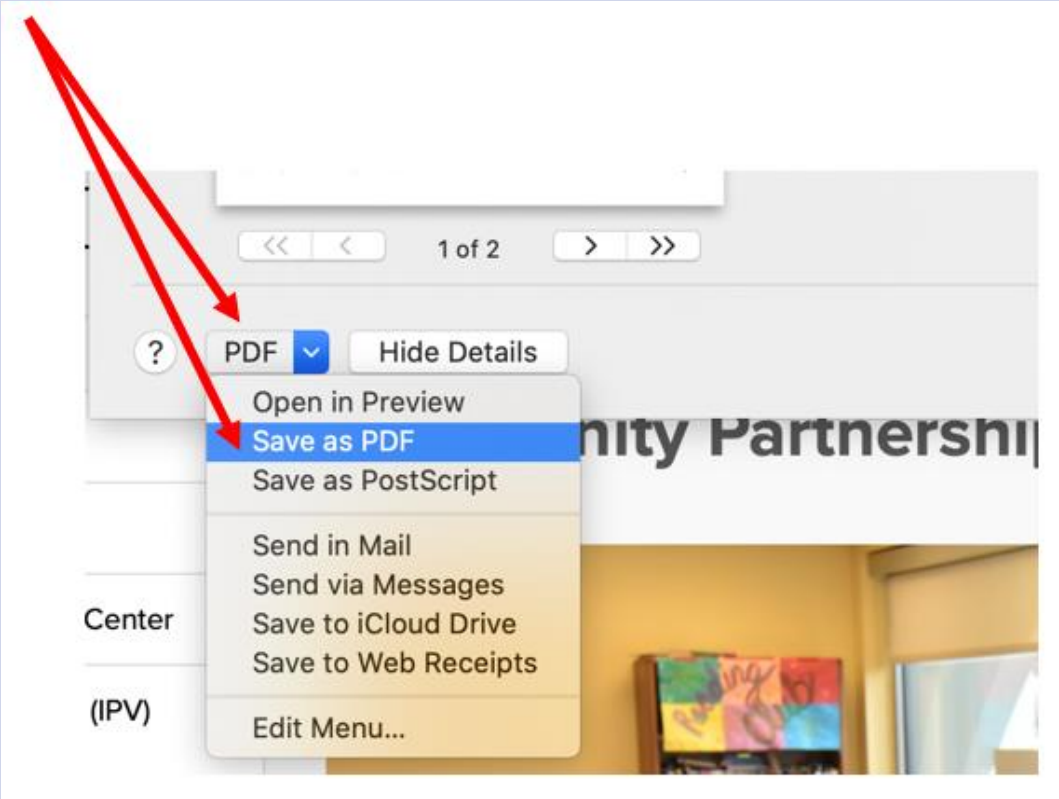
Instructions - Safari

- Ensure that the “Print headers and footers” option is checked.

4
Safari



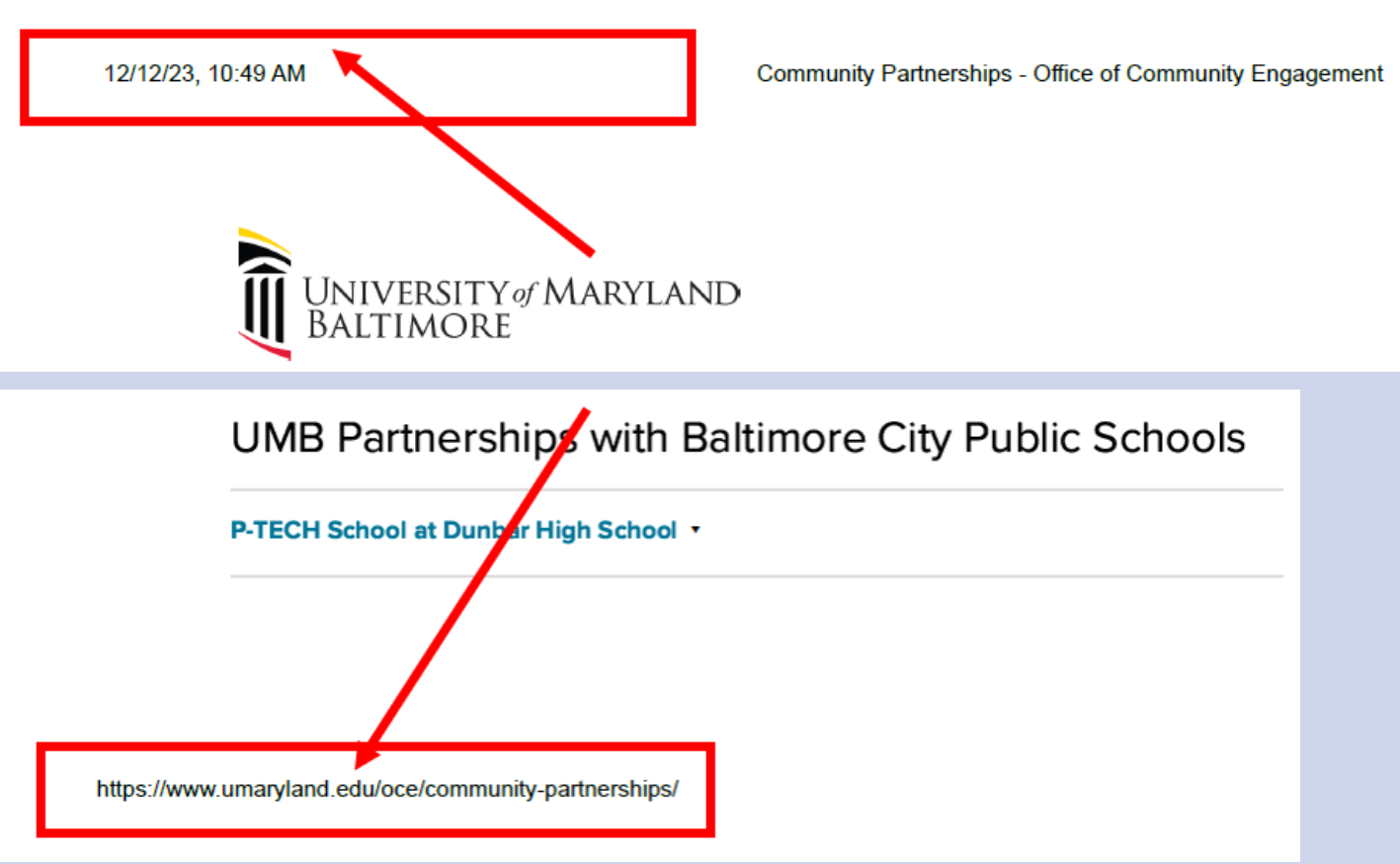
Save as PDF

Step	Instructions - Safari
5 Safari	<ul style="list-style-type: none">For the Destination choose the “Save as PDF” option.  A screenshot of a Safari browser window showing a context menu. The menu is open over a webpage, and the 'Save as PDF' option is highlighted in blue. Two red arrows point from the top left towards the 'Save as PDF' option. The menu items include: PDF (with a dropdown arrow), Hide Details, Open in Preview, Save as PDF, Save as PostScript, Send in Mail, Send via Messages, Save to iCloud Drive, Save to Web Receipts, and Edit Menu... The background of the browser window shows a page with the text 'Community Partnership' and a colorful abstract painting.

Save as PDF

Step	Instructions - Safari
6 Safari	<ul style="list-style-type: none"><li data-bbox="428 362 1447 404">• Enter a name for Save As, and click the Save button. 

Verify PDF – Header & Footer

Step	Instructions - Safari
7 Safari	<ul style="list-style-type: none"><li data-bbox="364 364 2433 449">Locate the file (where it was saved) and double-click to open it. Verify the date/time appears in the header, and the URL appears in the footer  <p>The screenshot shows a PDF document with a header and footer. The header contains the date and time '12/12/23, 10:49 AM' and the text 'Community Partnerships - Office of Community Engagement'. The footer contains the URL 'https://www.umaryland.edu/oce/community-partnerships/'. A red box highlights the date and time, and another red box highlights the URL. A red arrow points from the date and time box to the URL box.</p>

Microsoft Edge

Instructions

Go to Source Webpage

Step

Instructions - Edge

- Open a browser and go to the desired webpage to be captured as pdf.

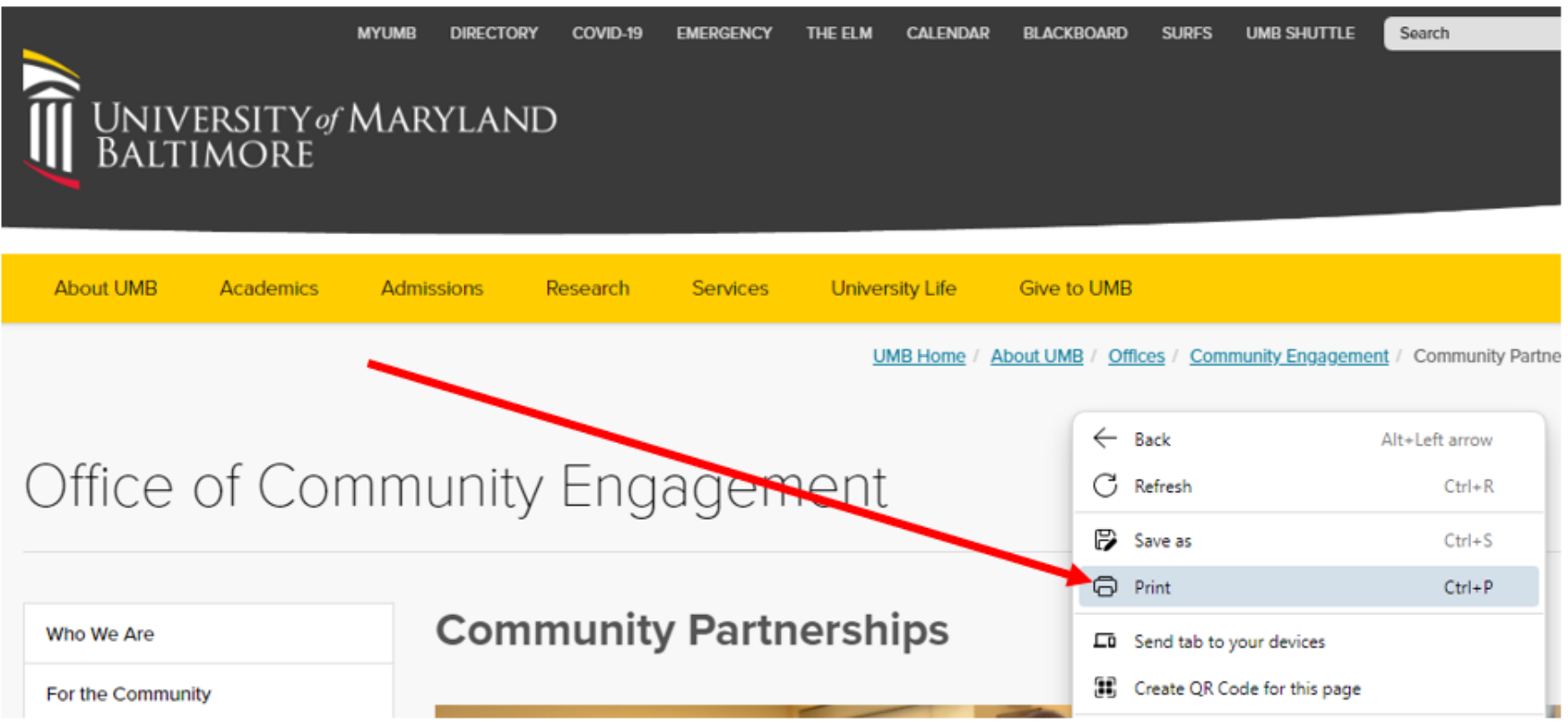
Example: Office of Community Engagement – Community Partnerships

<https://www.umaryland.edu/oce/community-partnerships/>

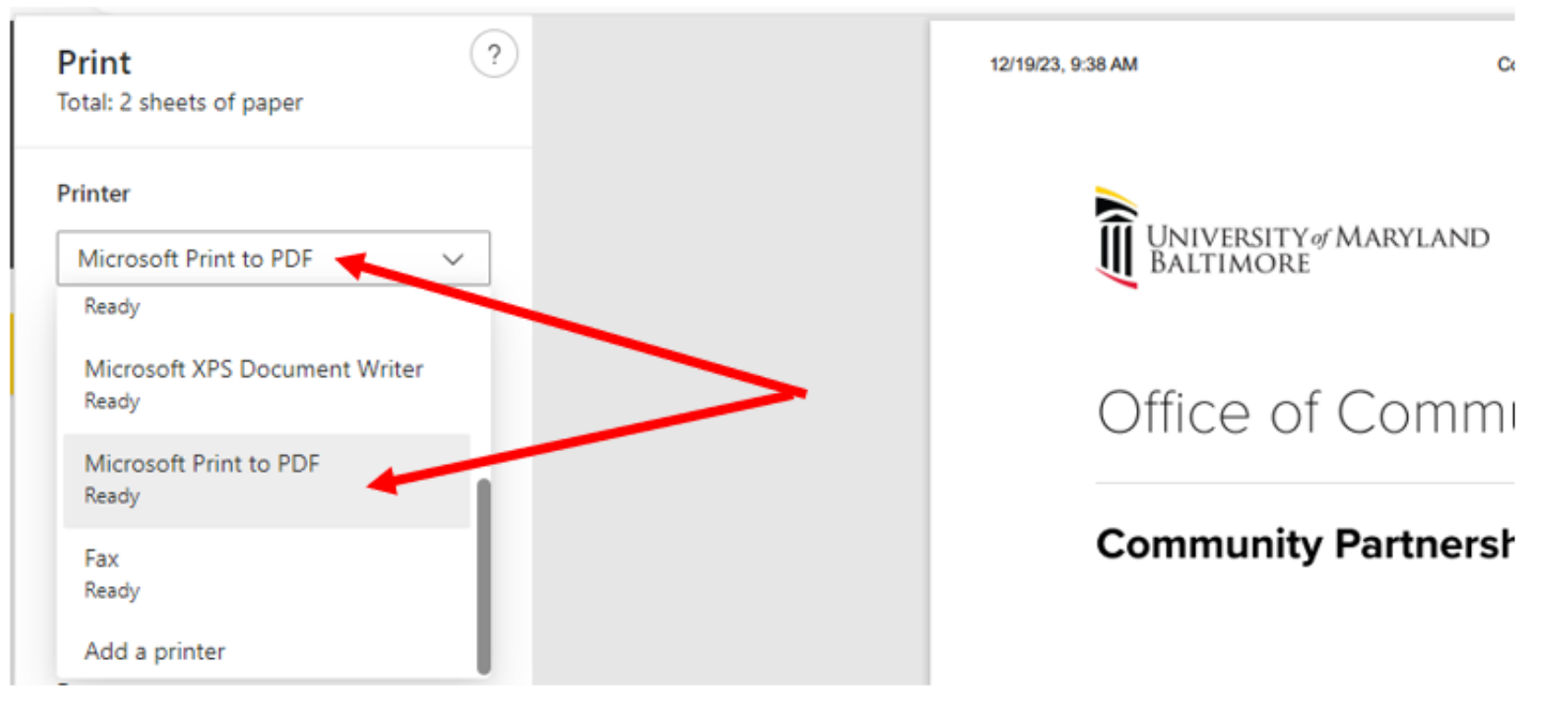
1
Edge



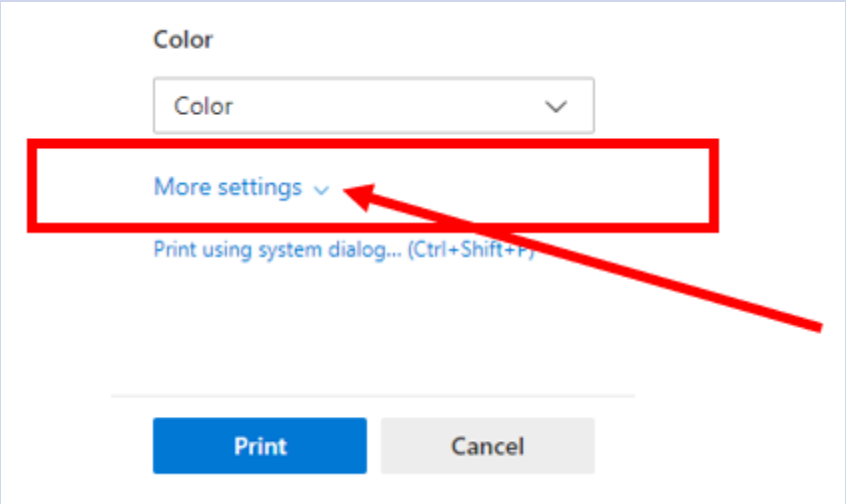
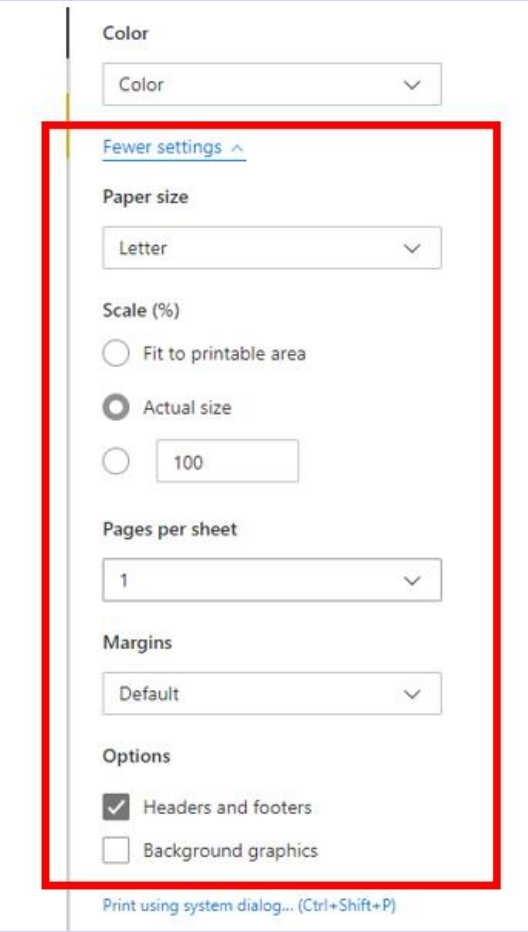
Save as PDF - Print

Step	Instructions - Edge
2 Edge	<ul style="list-style-type: none">Right-Click on the page and select print. If right-click does not work, find your browser's print option.  <p>The screenshot shows the University of Maryland Baltimore website. At the top, there is a navigation bar with links: MYUMB, DIRECTORY, COVID-19, EMERGENCY, THE ELM, CALENDAR, BLACKBOARD, SURFS, UMB SHUTTLE, and a search box. Below this is a yellow navigation bar with links: About UMB, Academics, Admissions, Research, Services, University Life, and Give to UMB. The main content area features the text 'Office of Community Engagement' and 'Community Partnerships'. A right-click context menu is open over the page, with the 'Print' option highlighted. A red arrow points from the text 'Right-Click on the page and select print.' to the 'Print' option in the menu.</p>

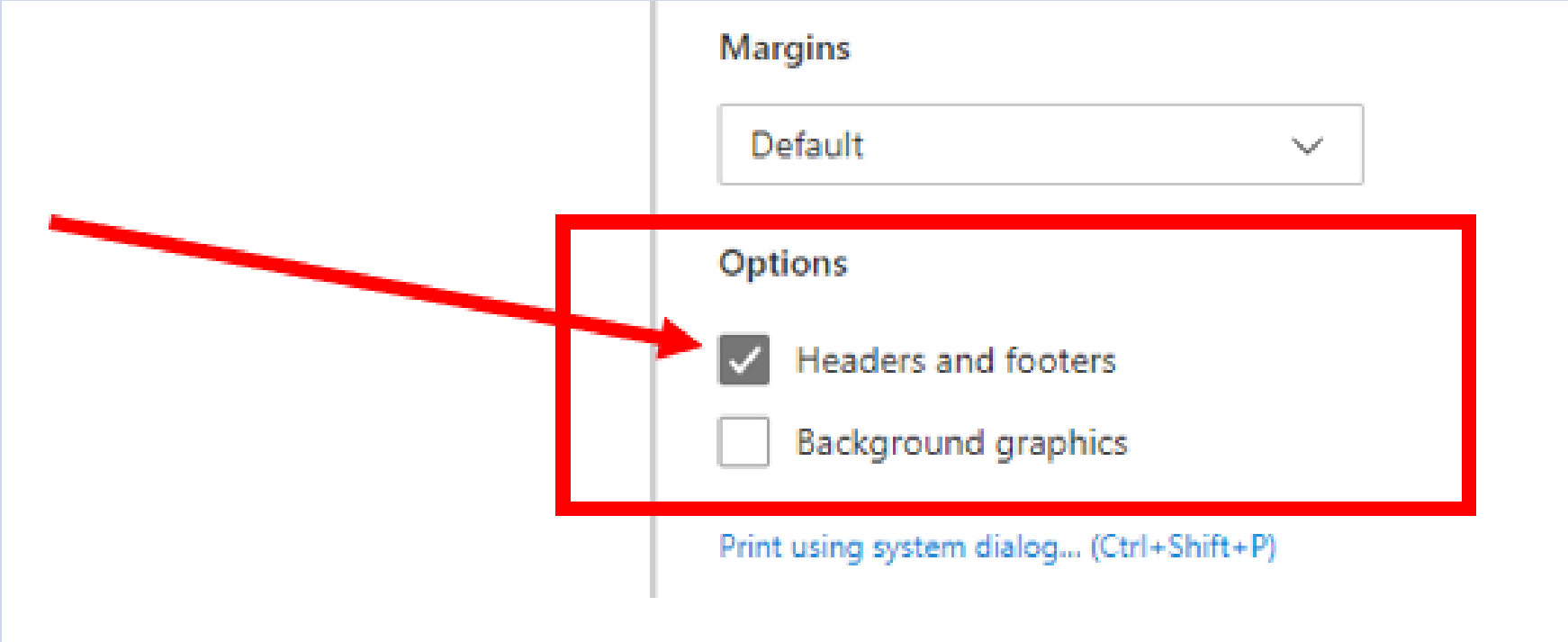
Save as PDF

Step	Instructions - Chrome
3 Edge	<ul style="list-style-type: none">For Printer, choose the “Microsoft Print to PDF” option. 

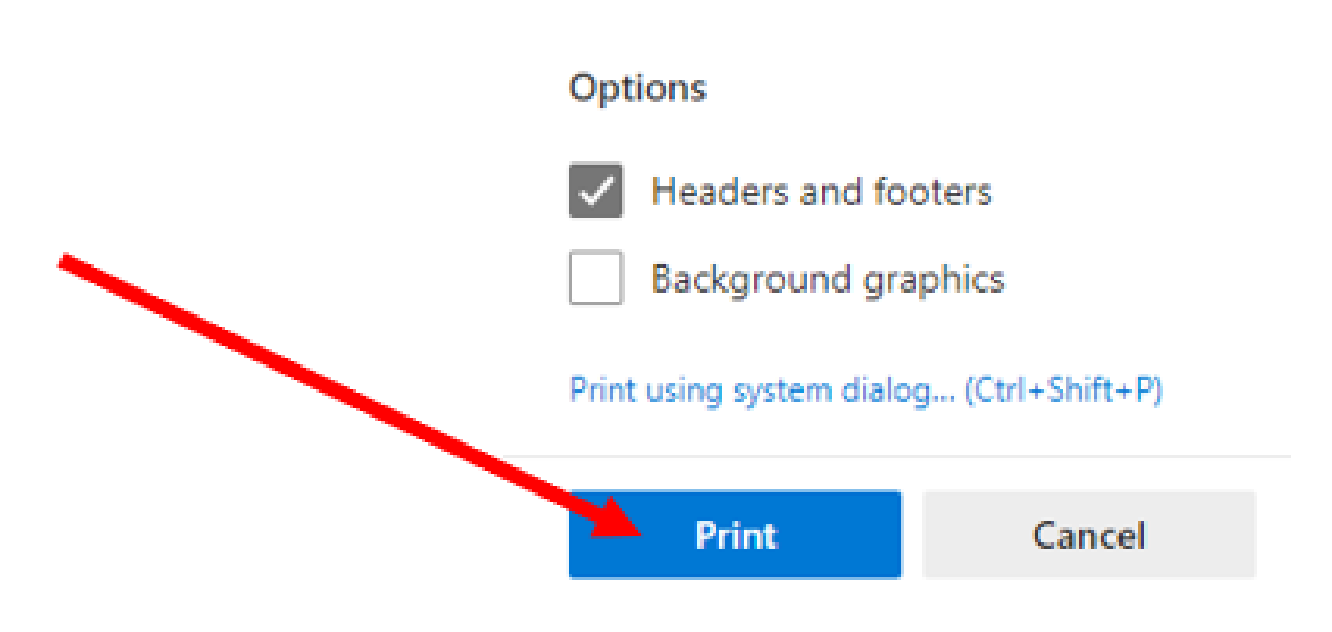
Save as PDF – More Settings

Step	Instructions - Chrome
4 Edge	<ul style="list-style-type: none">Expand the More Settings menu.  

Save as PDF – Headers & Footers

Step	Instructions - Chrome
5 Edge	<ul style="list-style-type: none"><li data-bbox="428 362 1854 405">• If not already checked, click on the check-box to enable “Headers and Footers”. 

Save as PDF

Step	Instructions - Chrome
6 Edge	<ul style="list-style-type: none">Click the Print button.  <p>The screenshot shows the Chrome print dialog box. It has a title bar 'Options' and two checkboxes: 'Headers and footers' (checked) and 'Background graphics' (unchecked). Below the checkboxes is a link 'Print using system dialog... (Ctrl+Shift+P)'. At the bottom are two buttons: 'Print' (blue) and 'Cancel' (grey). A red arrow points to the 'Print' button.</p>

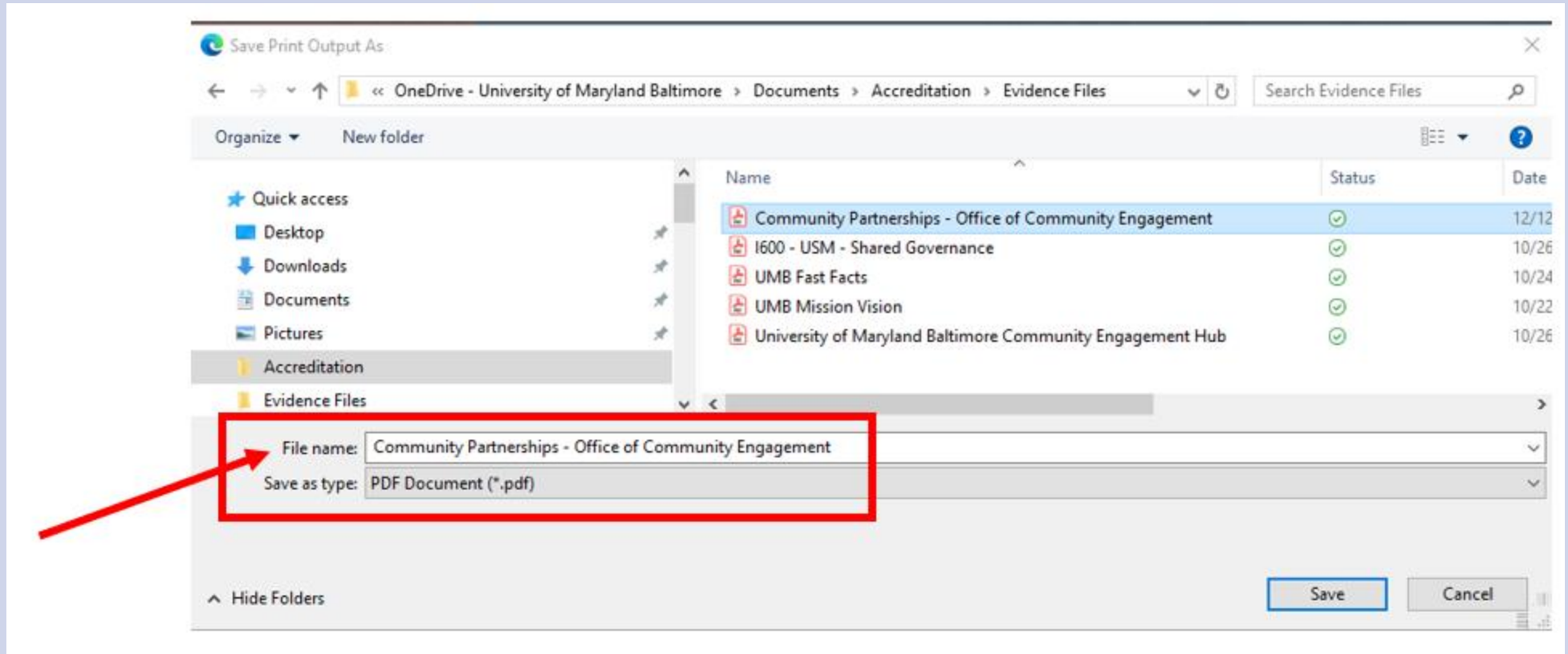
Save as PDF

Step

Instructions - Chrome

- Enter a **File name** to save the file as a pdf.

7
Edge



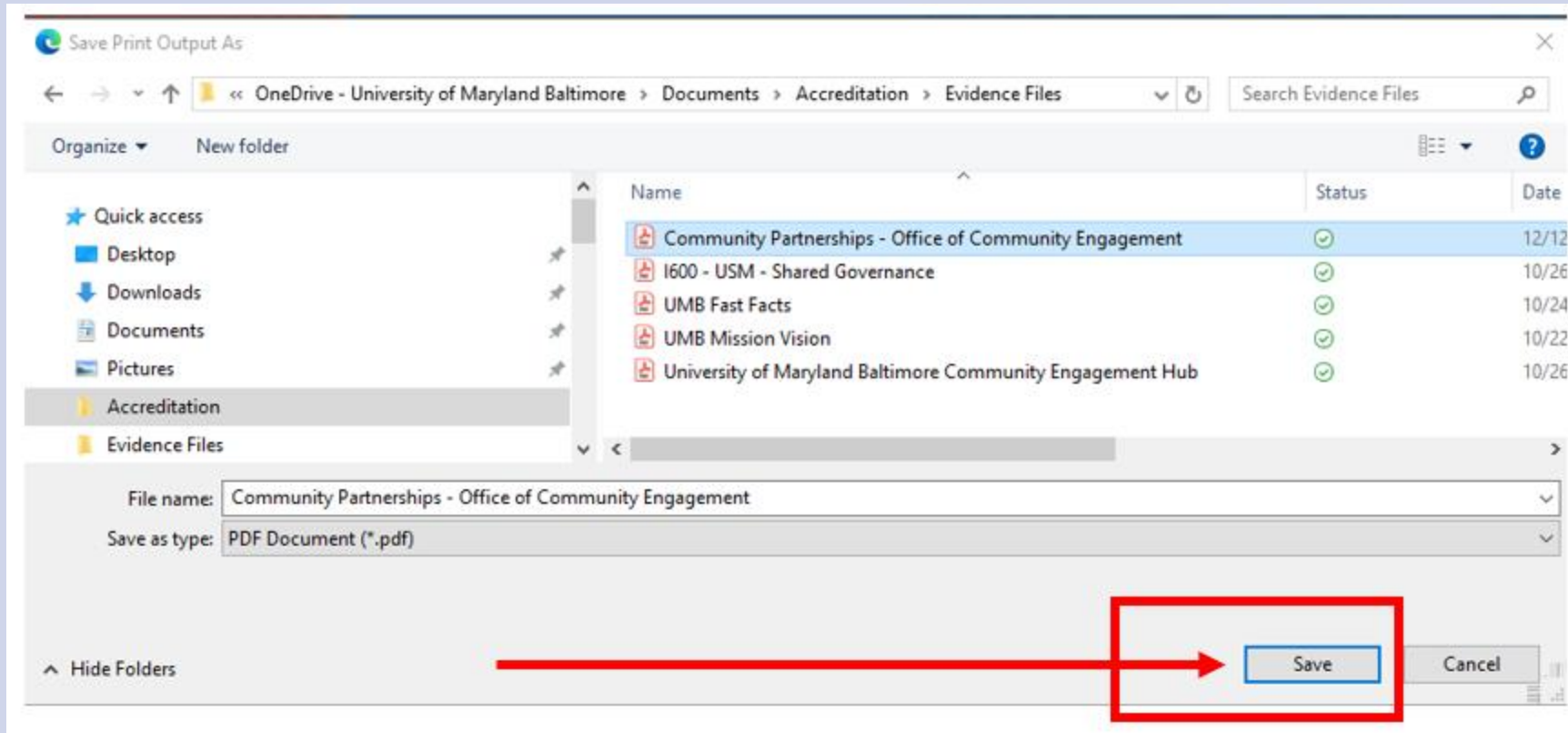
Save as PDF

Step

Instructions - Chrome

- Click the **Save** button.

8
Edge



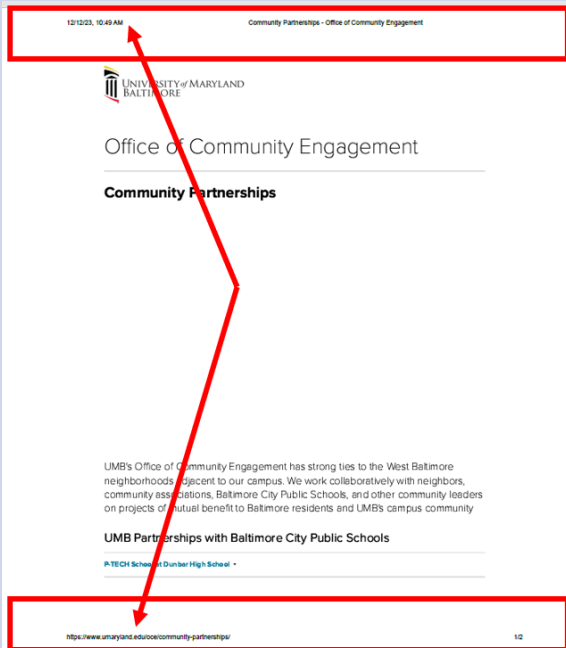
Verify PDF – Header & Footer

Step

Instructions - Chrome

- Locate the file (where it was saved) and double-click to open it. Verify the date/time appears in the header, and the URL appears in the footer

9
Edge



Community Partnerships - Office of Community Engagement



UMB Partnerships with Baltimore City Public Schools

P-TECH School at Dunbar High School ▾

<https://www.umaryland.edu/oce/community-partnerships/>

Add Evidence Item

Step	Instructions
Last	<p data-bbox="1141 479 1702 554">End of Tutorial</p> 