



To create a PDF for a template form, navigate to Administration/Templates/Forms and open the required form.

1. Click **PDF View**. NOTE: you will need to wait until the **Lock** button goes blue. This may also take a while to create, depending on the number of widgets and complexity of your form.
2. Alternatively click **DESIGN FORM**.

The screenshot shows the 'Administration' page for a form titled 'Shared PE pre use'. The 'LOCK' button is highlighted with a red box and a red arrow pointing to it from the 'DESIGN FORM' button. Other visible elements include 'SAVE', 'DELETE', 'COPY', and 'BACK' buttons, and various dropdown menus for 'Document ID', 'Version Number', 'Template Status', 'Report Paper Type', 'Industry Type', 'State / District', and 'Position'.


3. Click **Preview** – top left.
4. Along the bottom click **Print**.
5. Click **Generate PDF**.

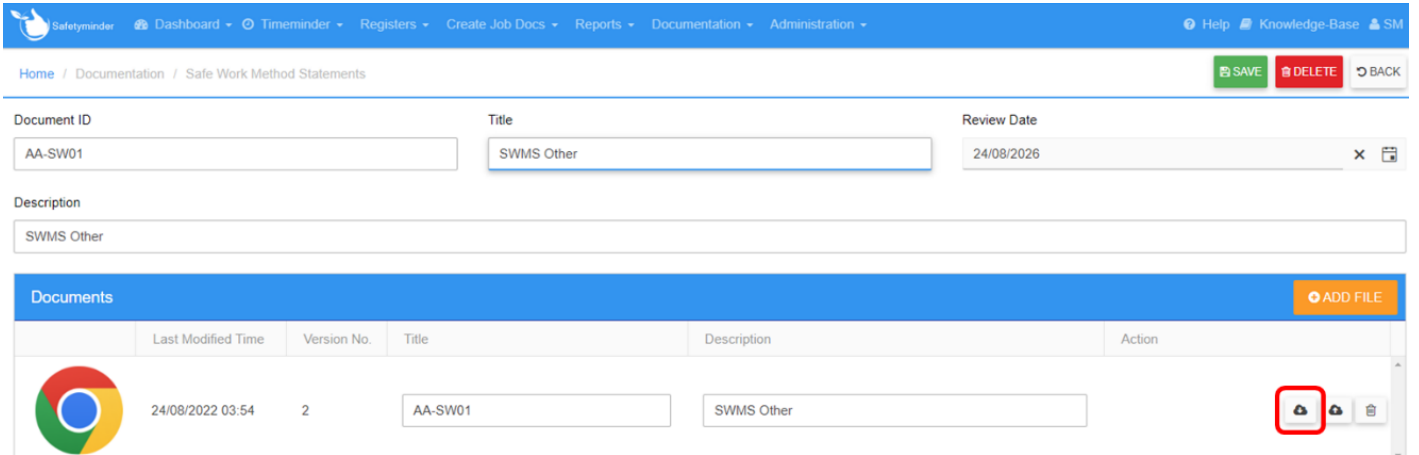
The screenshot shows the 'Preview' view of the form. The 'Preview' button is labeled '3'. The 'Print' button is labeled '4'. The 'Generate PDF' button is labeled '5'. The form content includes 'NZ Main Test DB Over the Moon Dairy', '23 Cricked Rd , Adelaide , SA , 8201', and 'Shared PE pre use'.

6. Change the Page Size as required.
7. Click **Print**.
8. The download will pop up in the top right corner of your screen.

The screenshot shows the 'Generate Pdf' dialog box with 'Page Size' set to 'A4 Landscape' (labeled '6') and a 'Print' button (labeled '7'). To the right, the browser's 'Downloads' list shows two PDF files: 'preview (25).pdf' and 'preview (24).pdf', with the first one labeled '8'.

NOTES:

- You might need to check that a default PDF reader has been set on your computer.
- For Locked template forms you can also go to the Documentation menu.
- Open any item and click on the download button  .
- As per above this will pop up in the top right corner of your screen.



The screenshot shows the SafetyMinder Knowledge Base interface. At the top, there is a navigation bar with the SafetyMinder logo and various menu items: Dashboard, Timeminder, Registers, Create Job Docs, Reports, Documentation, and Administration. On the right side of the navigation bar, there are links for Help, Knowledge-Base, and SM. Below the navigation bar, the breadcrumb trail reads "Home / Documentation / Safe Work Method Statements". There are three buttons: SAVE (green), DELETE (red), and BACK (grey). The main content area has three input fields: Document ID (AA-SW01), Title (SWMS Other), and Review Date (24/08/2026). Below these is a Description field containing "SWMS Other". A blue header bar labeled "Documents" contains an "ADD FILE" button. Below this is a table with columns: Last Modified Time, Version No., Title, Description, and Action. The table contains one row with a Chrome icon, Last Modified Time of 24/08/2022 03:54, Version No. of 2, Title of AA-SW01, and Description of SWMS Other. In the Action column, there are three icons: a download icon (circled in red), a lock icon, and a trash icon.

Last Modified Time	Version No.	Title	Description	Action
24/08/2022 03:54	2	AA-SW01	SWMS Other	