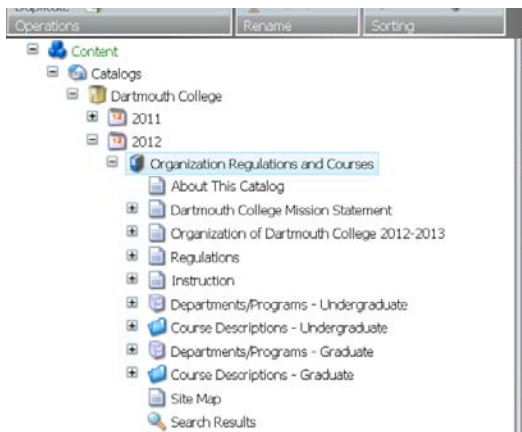


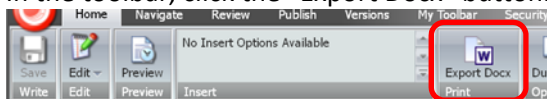
# Printing the Catalog using the SmartCatalog system (not from the PDF on the website)

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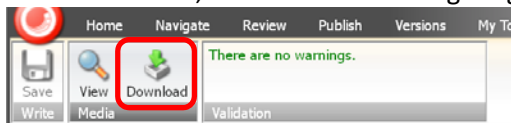
1. Log into the SmartCatalog system:
  - a. Go to [www.smartcatalogiq.com/sitecore](http://www.smartcatalogiq.com/sitecore)
  - b. Contact [registrar@dartmouth.edu](mailto:registrar@dartmouth.edu) for your username and password
2. In the content tree, select the level that you want to print. For example, if you want to print all of the undergraduate course descriptions, you would select "Course Descriptions – Undergraduate"; if you want to print only descriptions for your department, then select the main folder for your department in the course descriptions section; if you would like to print just one course, select that specific course; if you would like to print the entire ORC/Catalog, select "Organizations Regulations and Courses" and it will print everything contained in that folder; etc.



3. In the toolbar, click the "Export Docx" button.



4. Click OK when asked if you would like to generate a print document.
5. After a moment, the screen will change slightly and there will be a new toolbar. Select the "Download" button.



6. The next step depends on how your computer handles downloads. There may be a new window asking if you would like to save or open the document, or there may be a different window with a list of downloads. If it is the later, double-click on the top item in the list. You can save or open the document in Word and can print it from there.
7. **Add the table of contents and index by selecting all (CTRL A) and then pressing F9.**