# MACPro
## Medicaid & CHIP Program System

# Shareable PDF Functionality Overview

The Shareable PDF feature allows users to print/save a submission to PDF from MACPro. The steps below detail how to utilize the Shareable PDF functionality within MACPro.

**NOTE:** The instructions below are shown in Google Chrome, the optimal browser for MACPro. Other internet browsers may be used to complete the steps below.  However, please note that 'Page Breaks' do not function in Mozilla Firefox.  If you need guidance outside the scope of this document, please contact the MACPro Help Desk at macpro_helpdesk@cms.hhs.gov or call 301-547-4688.

1. Navigate to the **Records** tab and select the appropriate Quality Measure Report authority or Submission Package link.
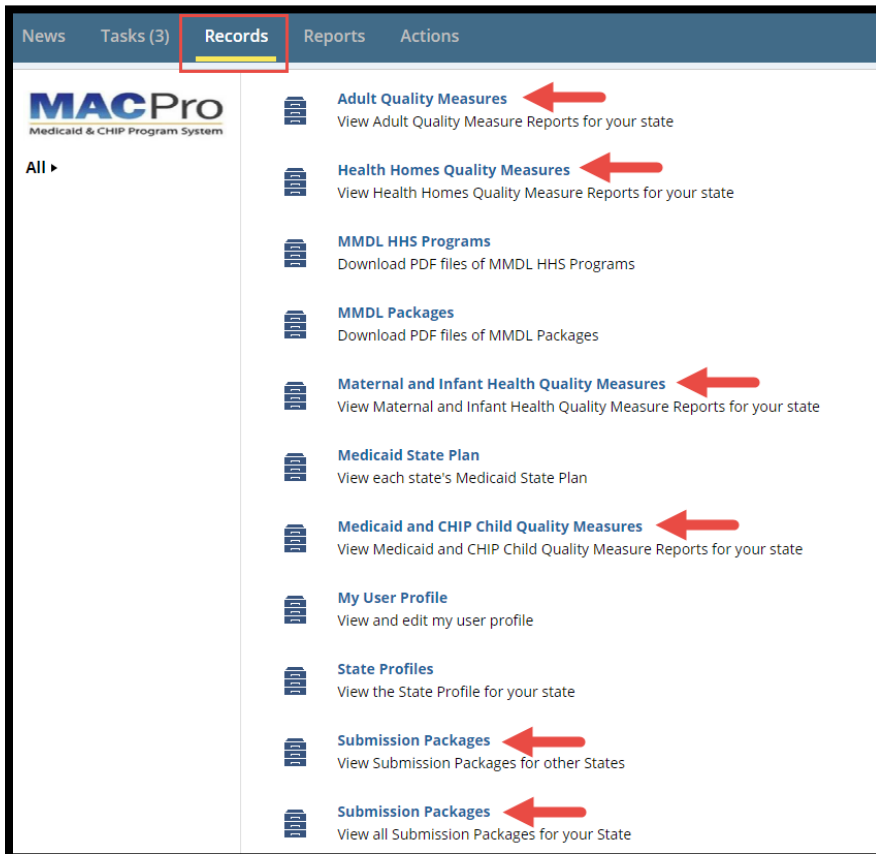


Figure 1. Records tab with links to Report authority or Submission Package.

2. Select the applicable Quality Measure Report or Submission Package.



Figure 2. Health Homes Quality Measure



Figure 3. Administration, Eligibility Submission Package

3. Select the **View Print Preview** button in the upper right corner of the report/package Summary screen.
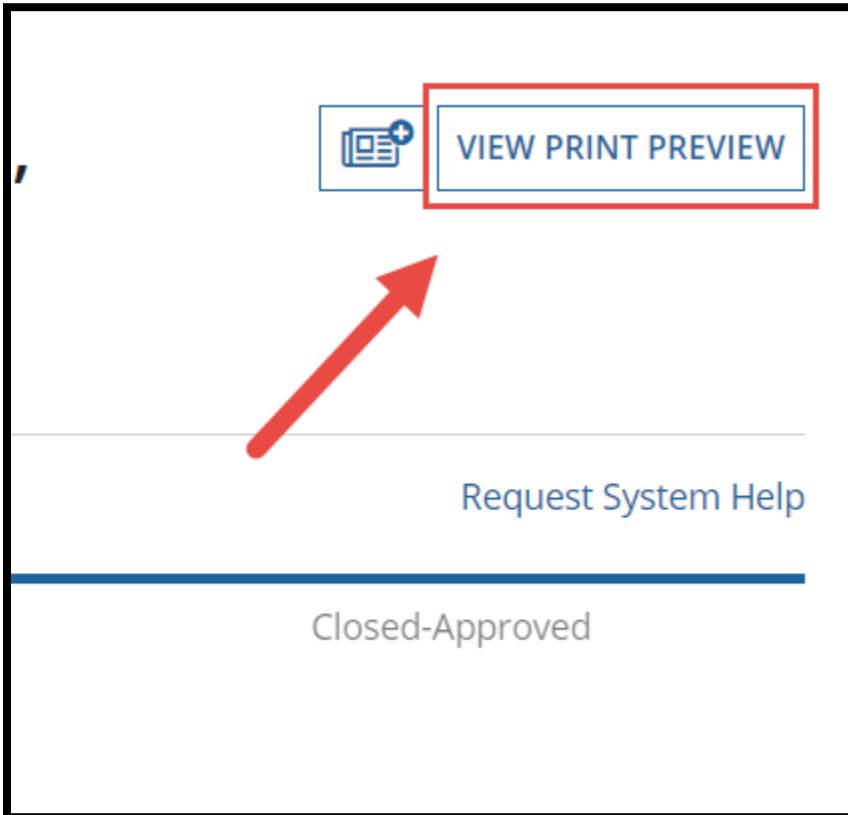


Figure 4. View Print Preview button

4. Select **Yes** or **No** to include report/package components in the Consolidated Print Preview. Each option is defaulted to **Yes**.


Figure 5. Core Measures Print Preview section, radio buttons


Figure 6. Reviewable Units Print Preview section, radio buttons

5.  Select certain Core Measures/Reviewable Units to include in the Consolidated Print Preview.  If none are selected, the Print Preview will automatically include all Core Measures/Reviewable Units.



Figure 7. Core Measures in Report section, checkboxes



Figure 8. Reviewable Units sections, checkboxes

6.  Select **View Consolidated Print Preview** in the bottom right corner once the Print Preview has been customized.



Figure 9. View Consolidated Print Preview button

7. Right click within the Consolidated Print Preview and select Print to use the browser print functionality to print/save the content to PDF.
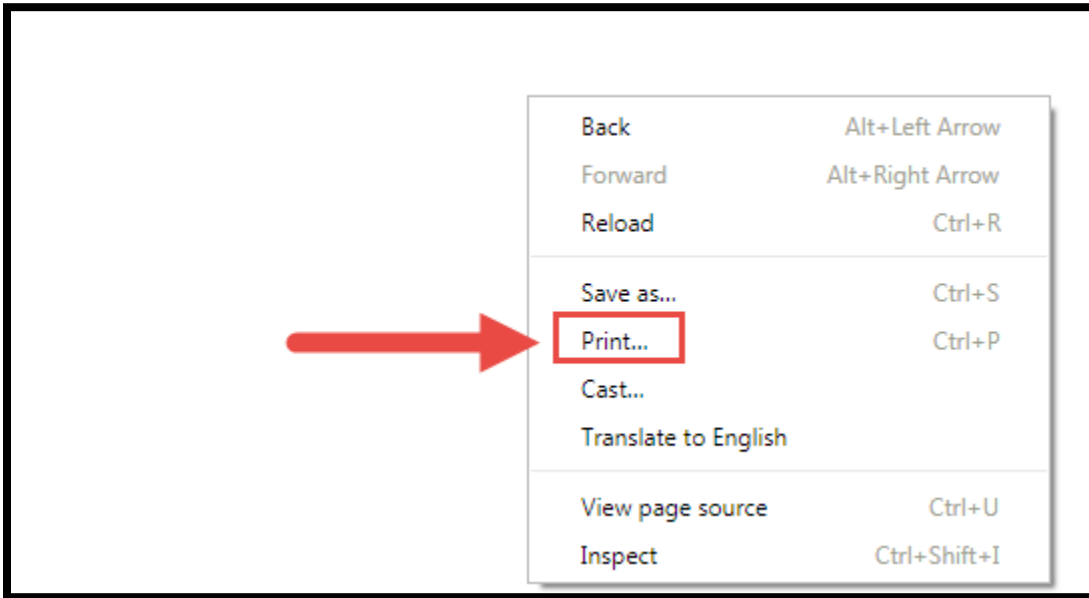


Figure 10. Print option

8. Select **More Settings** from the browser Print menu.
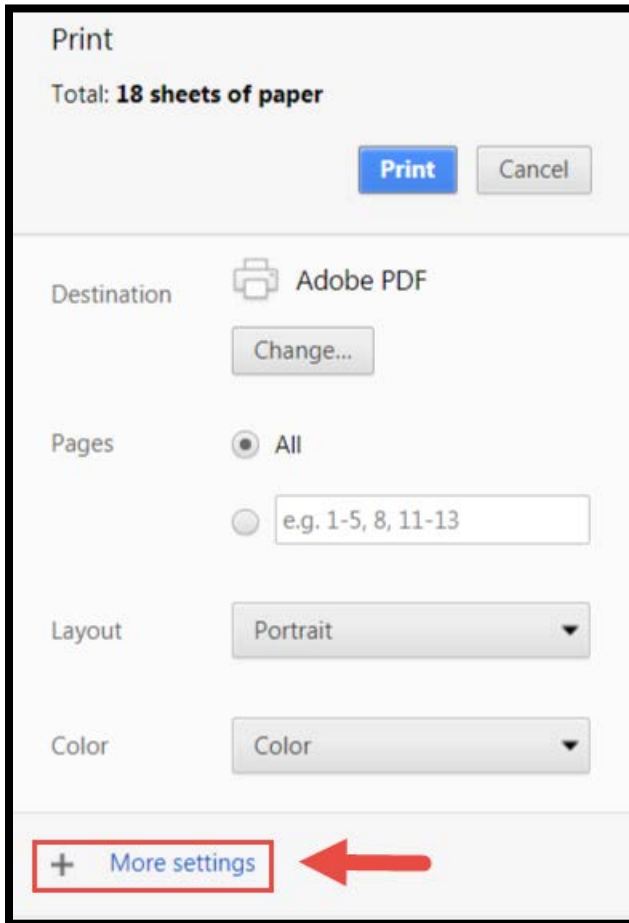


Figure 11. More Settings button

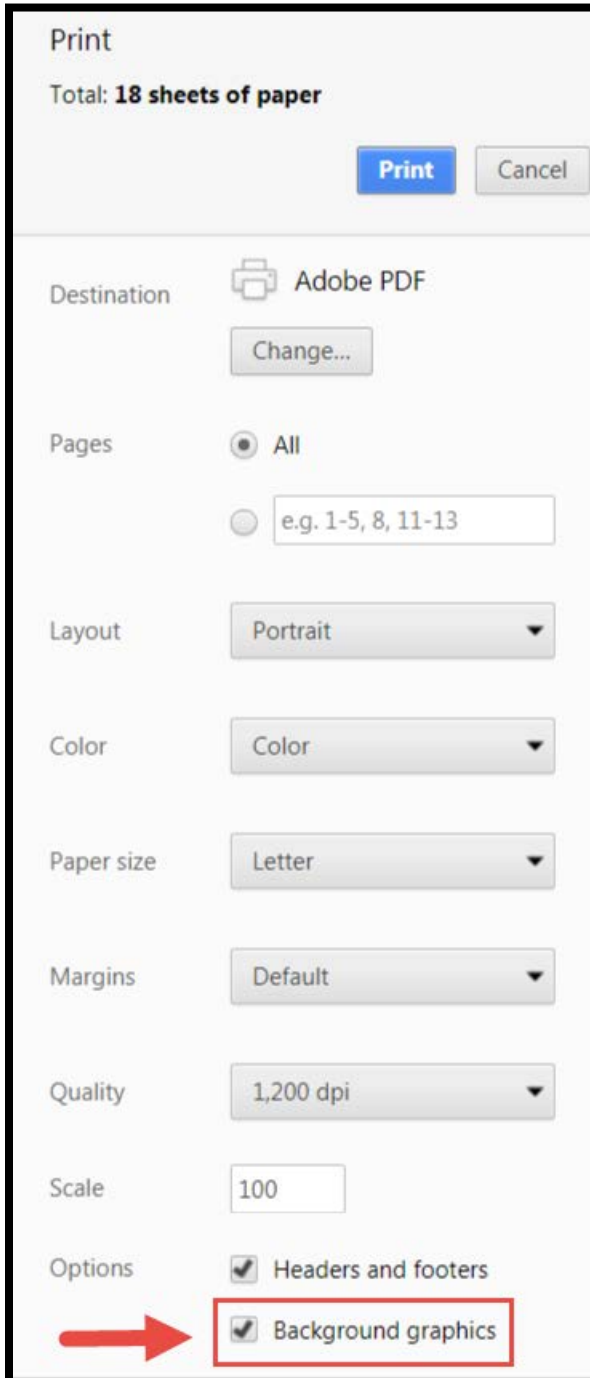9. Select the **Background graphics** checkbox.



Figure 12. Background graphics checkbox selected

10. Deselect **Headers and Footers** in the More Settings section to remove browser generated headers/footers.

   **NOTE:** Tables cells containing a large amount of text will be rendered on the next page. As a result, if the table does not fit on a single page, the table header will be separated from its corresponding rows.  This applies to all internet browsers.
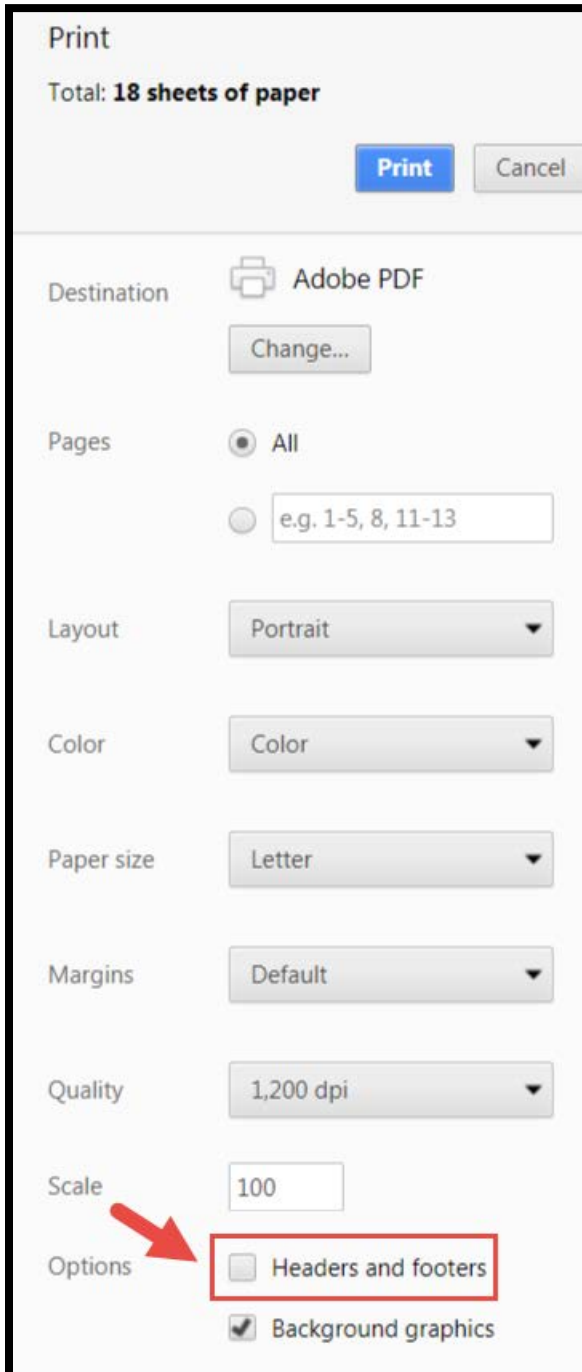


Figure 13. Headers and footers checkbox unselected