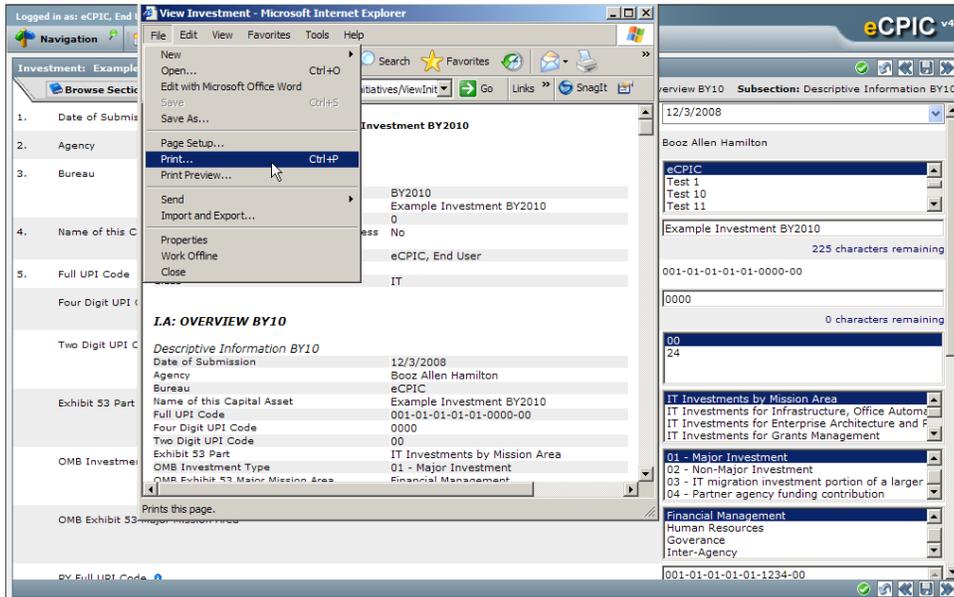


1.4.3.1 Print from HTML

From within an investment:

1. Click on the **Print** icon (🖨️). The investment will appear in a new window.
2. From within the new window, click **File**.
3. Select **Print** to send the contents of that window to a printer.



To maintain the legibility when printing the investment in its entirety, be sure the browser supports printing alternating row shading. This can be verified by opening the browser and selecting the options for background color images contained within the file.

1.4.3.2 Print from MS Word

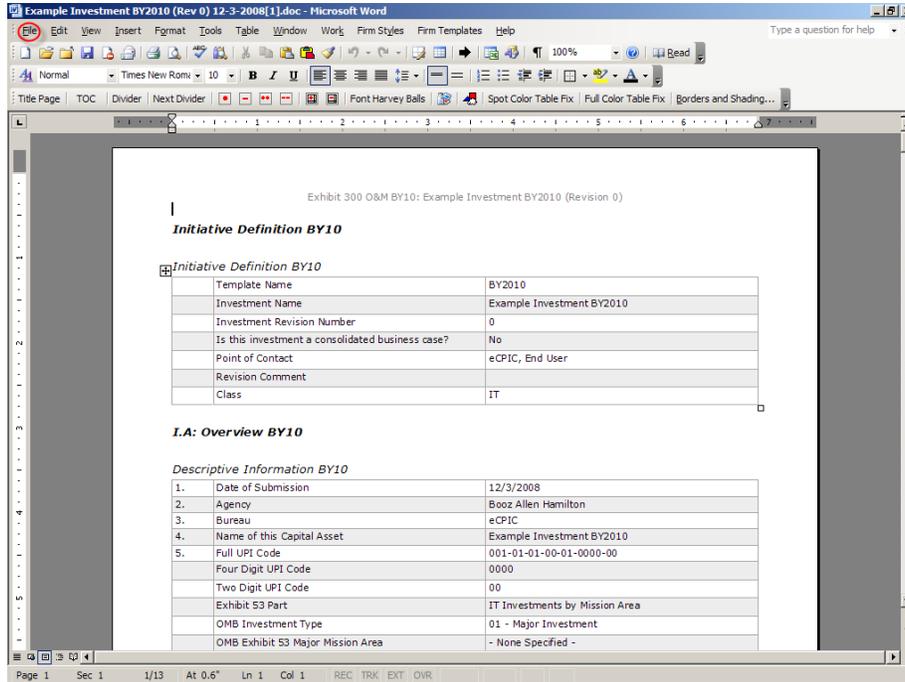
An alternate to printing directly from the browser is to export and print contents in MS Word. When exporting an investment business case from eCPIC to Word or Word 300, the file will be generated as a Microsoft Word Document. This will provide extended formatting capabilities to the document such as allowing all tables and text to fit to page without having the user manually adjust those fields. It will also provide the ability for additional Microsoft Word Features, such as Page Numbers, automatic headers and footers. eCPIC offers two options for this function.

1.4.3.2.1 Export to Word

The 'Export to Word' option allows exporting the investment with the fields as they are seen on the screen. *It will export all data, including agency-defined fields.*

1. From within an investment, click on the **Word** icon (.

The investment will appear in a new window:



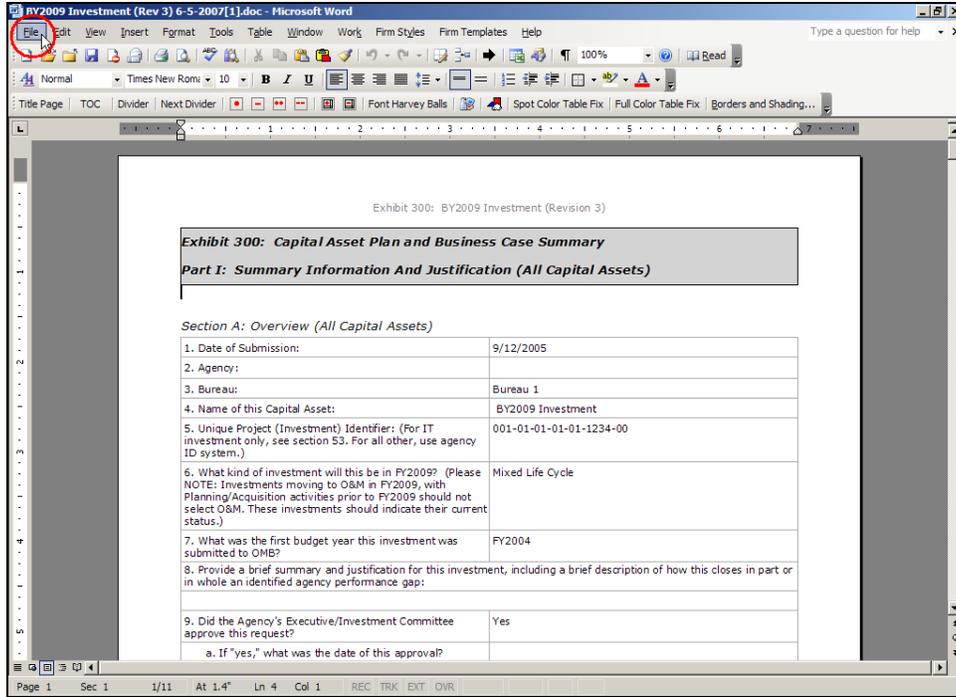
2. From within the new window, click **File**.
3. Select **Print**.

1.4.3.2.2 *Export to Word 300*

The ‘Export to Word 300’ option exports the investment into a Word document formatted according to the A-11 Guidance. The order of the fields and questions mirrors that of the template in the A-11 and is not affected by changes or formatting made in the eCPIC workflow. *It will only export OMB fields.*

Note: The Summary of Spending table will be displayed in millions upon export according to OMB Guidance.

1. From within an investment, click on the **Word 300** icon (). The investment will appear in a new window:



2. From within the new window, click **File**.
3. Select **Print**.

1.4.4 Exporting data to XML

eCPIC offers users the ability to export data to XML (*Extensible Markup Language*) from the Investments and the Portfolios module. XML allows users to create their own customized tags for web documents. Tags are commands inserted into a document that specifies how the document or parts of a document should be formatted.

1.4.4.1 Export to XML

The XML icon  is available on the Investments and Portfolios module main listing screens.

1.4.4.1.1 Export to XML from the Investments Module

1. From the Standard View page of the Investment module (*where all available investments are listed*), click on the **XML** icon ().

The XML will export *Initiative History* data for the investments that are listed. Types of data include the Template, Title, Agency, Full UPI Code, etc.