



# How to Print or Save Your “Trainee Evaluation Done” Screen

The American Board of Pediatrics (ABP) strongly recommends that you **print** or **save** your “Trainee Evaluation Done” screen because once you submit your trainee evaluations in the [Program Portal](#), you will not be able to return to see them.



Because we are dedicated to continuously improving your experience in your [Program Portal](#), we are developing a print-friendly feature to allow you to print a summary of your evaluations submitted for your nongraduating and graduating trainees.

In the interim, however, you can **print** or **save** your “Trainee Evaluation Done” screen by taking a screenshot of the page using a snipping tool such as Snagit or Snip & Sketch or by using one of the following methods.

## Using Keyboard Shortcuts to Open the Print Window

- **ON A PC:** **Ctrl+P** will open a new window for printing or saving. See the section below if you prefer to save the document.
- **ON A MAC:** **Command+P** will open a new window for printing or saving. See the section below if you prefer to save the document.

## Printing or Saving

- **TO PRINT:** In the new window, choose your printer destination and tap Print.
- **TO SAVE FOR LATER:** In the new window, select “Save as PDF” as your print destination and tap Save.

*Note that these instructions may vary based on the browser you are using.*

## Optional: Using Your Browser to Open the Print Window

*To print from your browser using another method, choose from one of the instructions below.*

- [Print from Chrome](#)
- [Print in Microsoft Edge](#)
- [Print Webpages Using Internet Explorer](#)
- [How to Print Web Pages in Firefox](#)
- [Print or Create a PDF of a Webpage in Safari on Mac](#)