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Gateway User Guide

Printing Budget Forms

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# Printing Introduction

There are a variety of printing options available throughout the budget forms. Most forms can be printed at anytime, while Forms 3 and 4 can only be printed after being marked as "Ready to Submit." Some forms print to a PDF while other forms give you a variety of options that allow you to personalize how data is displayed. This guide will provide a general review on how to print each way with ease.

Locating the Print/View Button

The print/view button is present on the top left-hand side of each form.
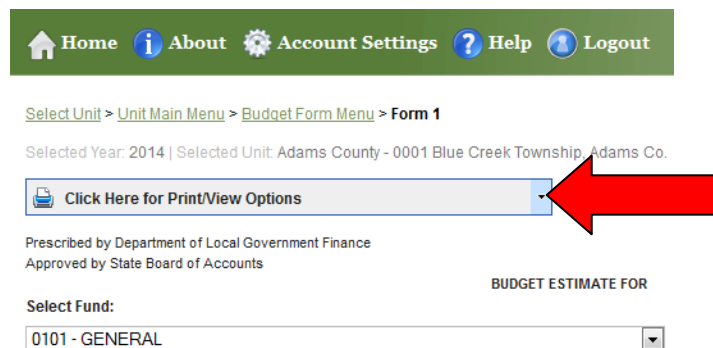
Once clicked, a drop down menu will appear. Some forms may only have one option, while others provide options to print/view the selected fund or all funds. Select the preferred option.
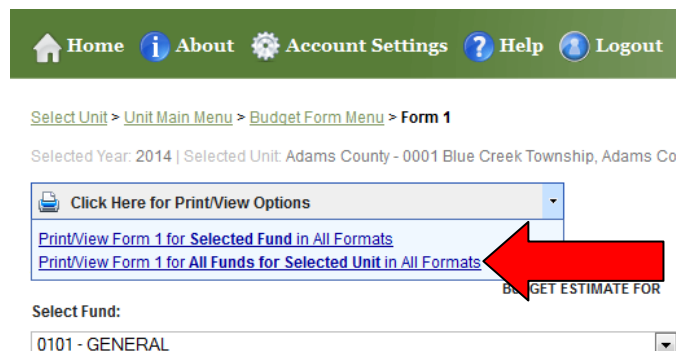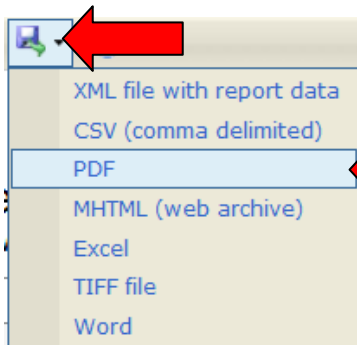

New Export Options

In 2013 export options were introduced that allow users to open up their files in PDF, Word, Excel, or other file types. Once the export page appears, a thin beige bar will display at the top of the page. From the page below, click the image that resembles a save icon to view the export options.

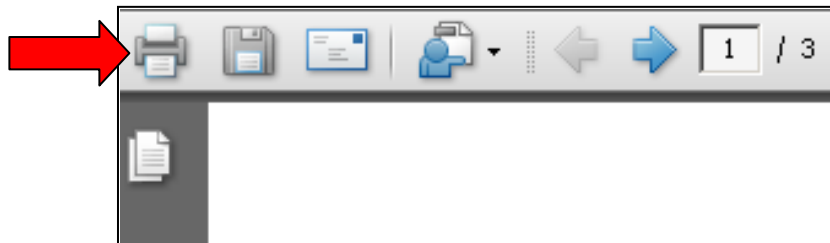From the list of export options, the Form may be exported into a PDF, Word, Excel, or many other different file types. This allows users to personalize how they wish to have their data displayed.

To quickly and easily print off the form, click on "PDF" and then click the printer icon.

Users may also want to save the form as a Word or Excel document as it allows formatting changes and the form to be sent electronically in an editable format. Please note that the Form 3 will need to be marked as "Ready to Submit" before the print options appear.

Standard Printing

Other forms, such as Form 4B, will only print to a PDF; however, that makes printing even easier. Please note that the Form 4 will need to be marked as "Ready to Submit" before it can be printed.

These forms are simple to print. First, click the button at the top-left corner of the form that reads, "Click Here for Print/View Options." From here, you have the option to print the currently selected funds or all funds. Please select one.
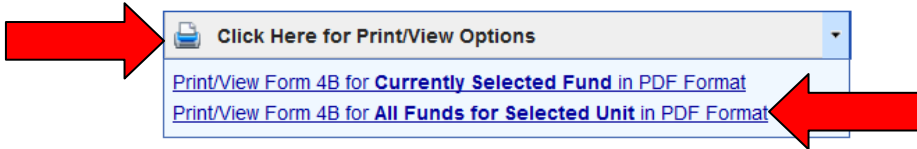
The form should appear in a PDF format. From here, locate the printer icon and follow the prompts.
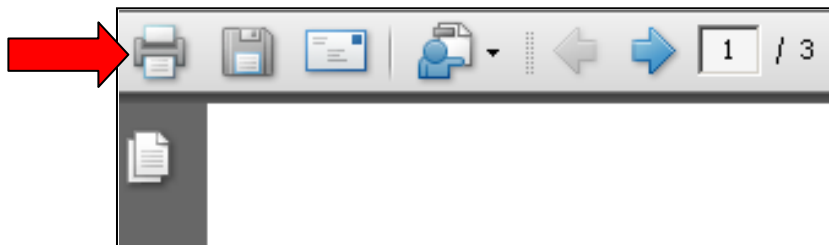
Congratulations! You have successfully printed your forms. Please see our other user guides for assistance with other forms. If you have any questions, please contact the Department at gateway@dlgf.in.gov or at (317) 232-3777.