

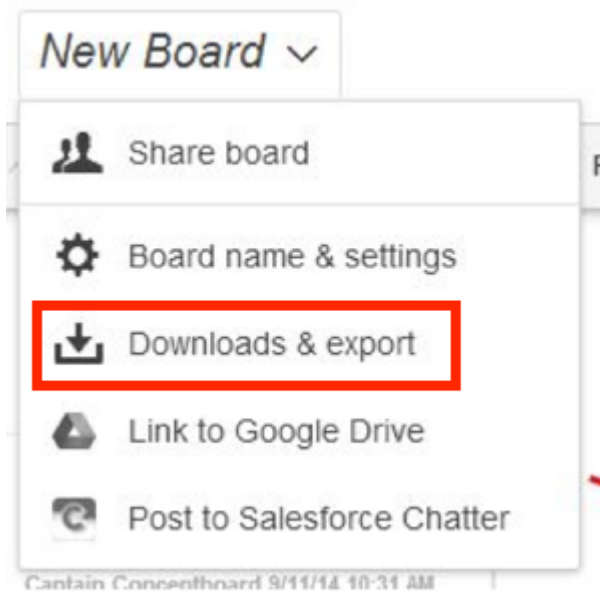
# How to Save a PDF in Conceptboard

For your music assignments you will need to insert the grand staff (use the grand staff image that can be found in this module) on the whiteboard and complete the instructions for each assignment. Once you have completed the required items you will need to export your work as a PDF and submit your work in the Dropbox.

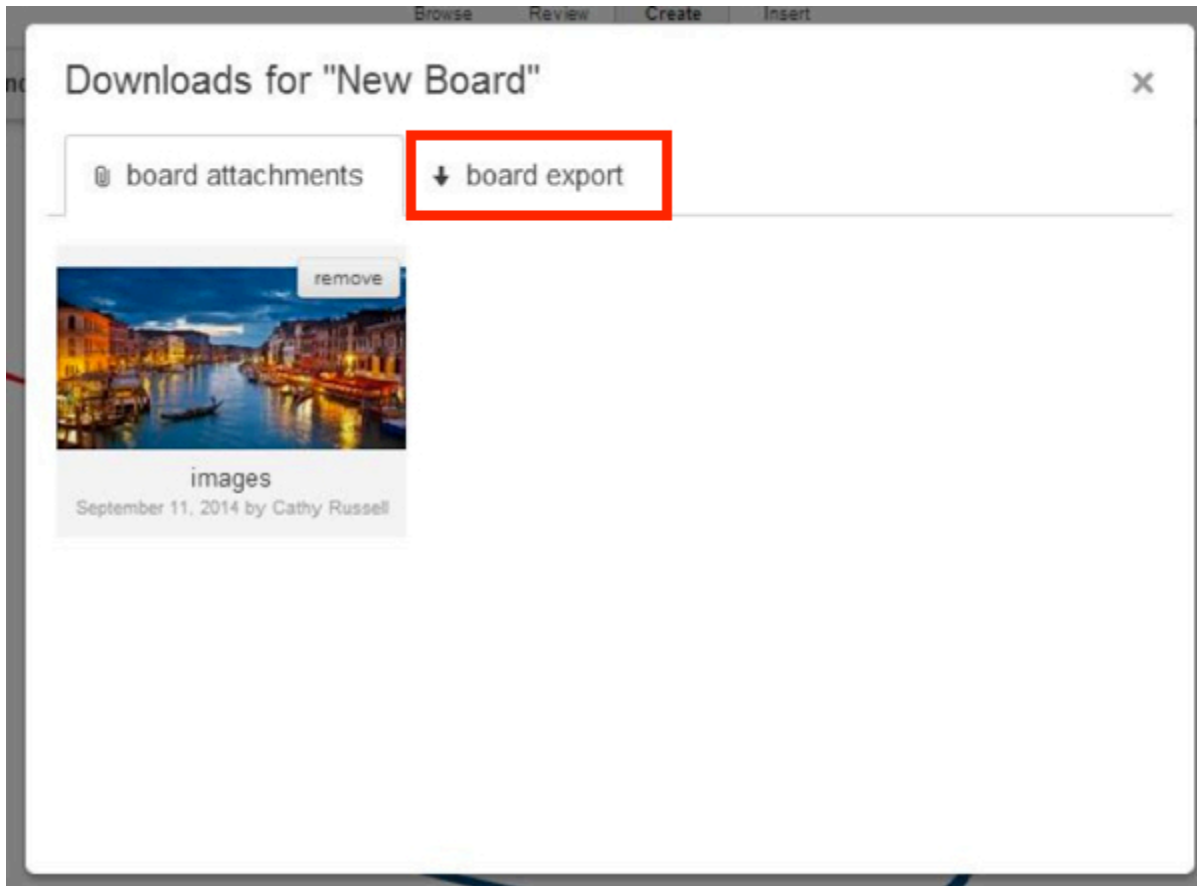
In the top left hand corner, you will find a name of your board. The default name is "New Board". You can change the name by **clicking on the name** and **typing** a new name. To the immediate right of the name, there is an arrow. **Select** the arrow.



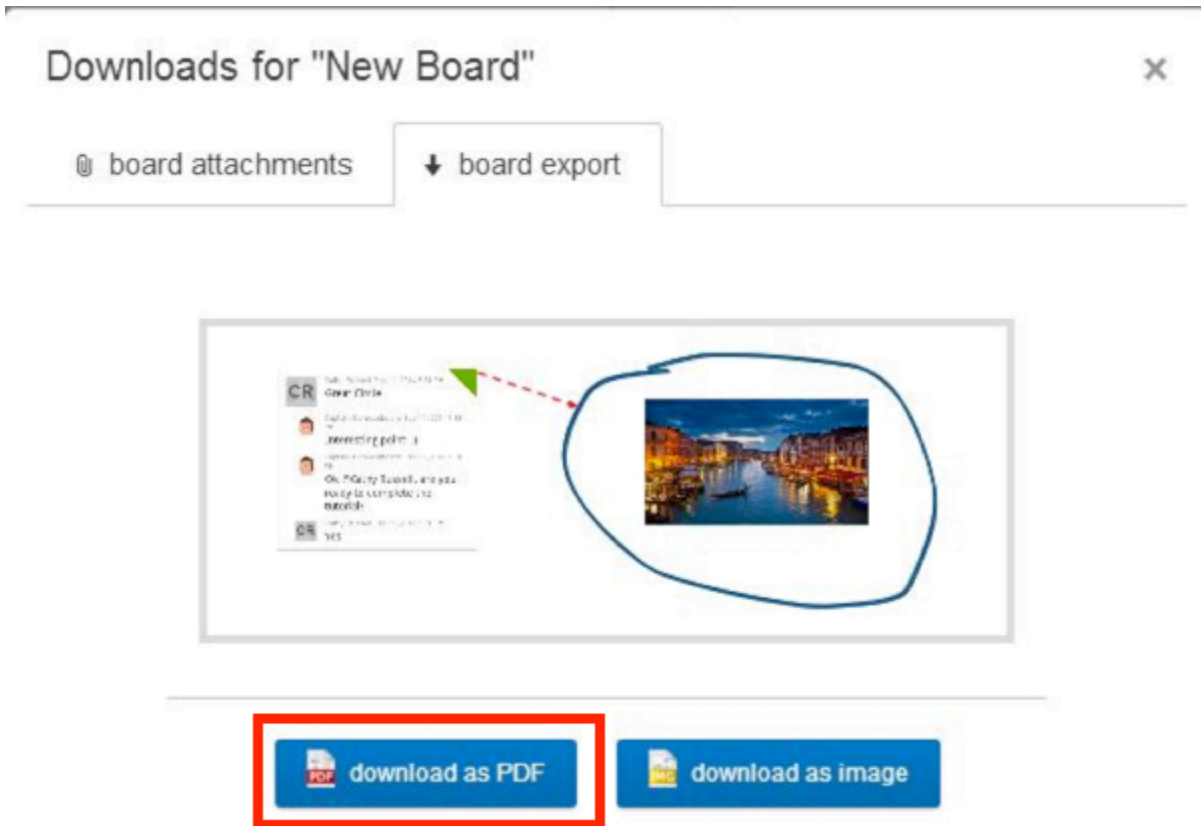
**Select** "Downloads & export".



**Select** "Board export".



**Select** "download as PDF".



Depending on what browser you are using, it will give you a chance to save it or add it to your downloads folder automatically. You are now ready to submit your PDF to the Dropbox. Below is an example of what the browser Chrome will do after you select "download as PDF". It appears at the bottom of your browser.

