

## DOWNLOADING FORMS FROM MYBUILD

### myBUILD

myBUILD is no longer in active use here at BU, however, we appreciate that many PGRs have information relating to the administration of their research degree contained in myBUILD. The system will remain available for you to access, view and download any forms that you have previously completed.

You will not be able to complete any new forms in myBUILD. All forms relating to your research degree are available in MS Word format from your Research Administrator or the Graduate School.

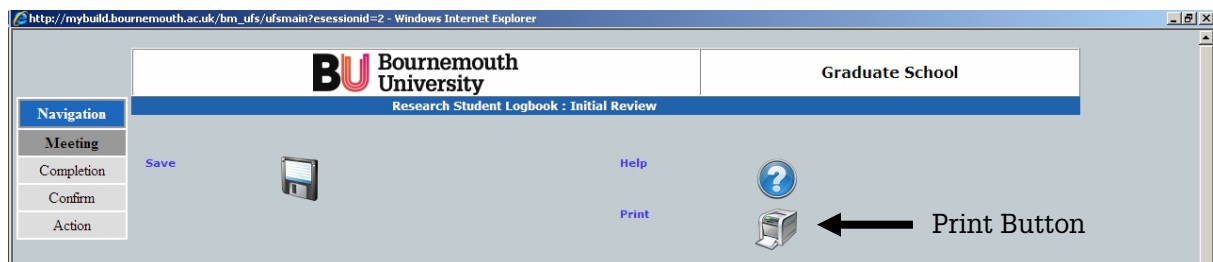
### Downloading as a PDF document

myBUILD has the facility for you to download any of the completed forms as a PDF document.

**Please note: to open the documents you will require a PDF file viewer such as Adobe Reader (<http://get.adobe.com/uk/reader/>)**

The process for downloading a copy of a form is outlined below:

- Within each form is a 'print' button (see below).



- Click the print button and a new Internet Browser window will open containing a PDF version of the form.
- From here you can either save the PDF to a location of your choice or print a copy of the form.