# How to print metadata



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# How to print metadata

- Print a metadata item
- Print multiple metadata items at once

### Print a metadata item

- 1. View the item you wish to print on screen.
- 2. Click the *Print page* link/icon at the top right of the page below the top navigation bar. This will present the metadata item onscreen without the extraneous METeOR logo, navigation bars and action lists.
- 3. Select the Print function from your internet browser.

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## Print multiple metadata items at once

To print multiple metadata items at once, you must first download the items in either Word or PDF format.

- 1. View the downloaded 'document' of metadata items in Word or PDF format
- 2. Select the Print function from the apllication in which you are viewing the 'document' e.g. Microsoft Word application, Adobe Acrobat or the internet browser.