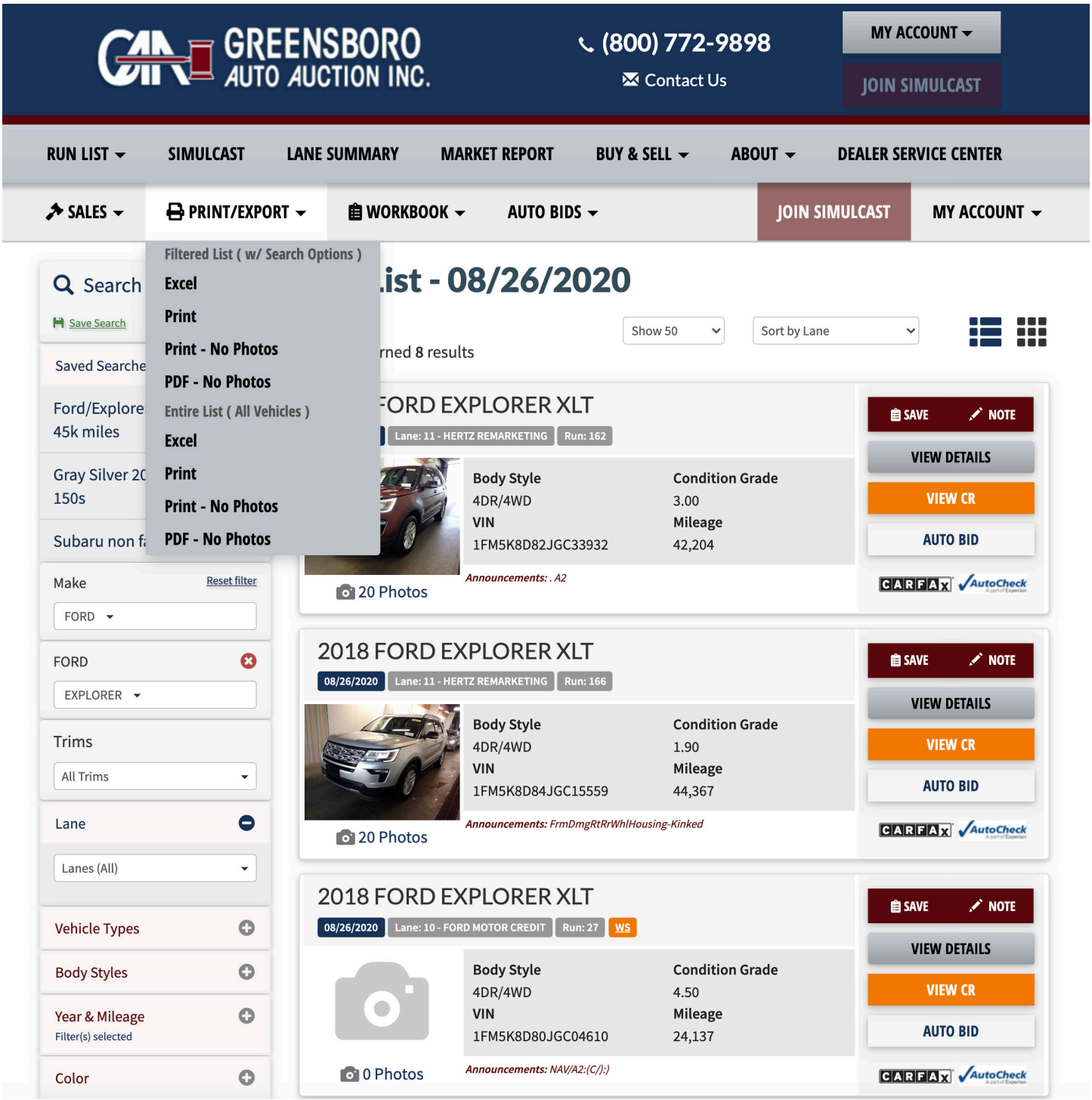
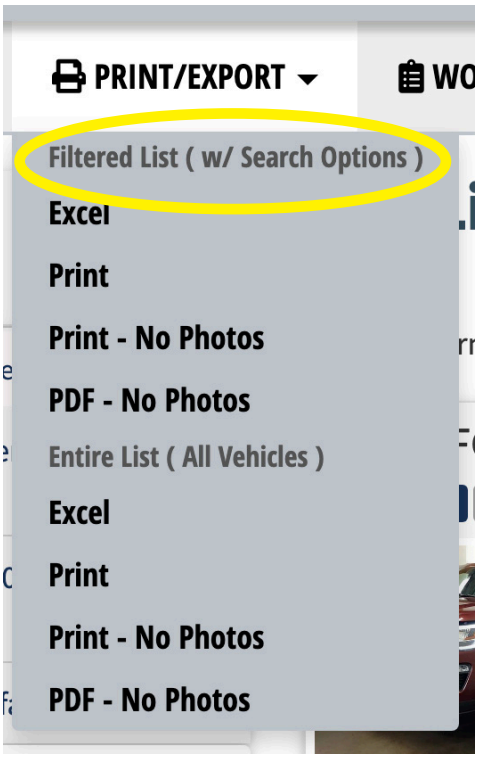
GREENSBORO AUTO AUCTION INC.

HOW TO PRINT

You can print several things from our website including our entire run list; your workbook; or any search.

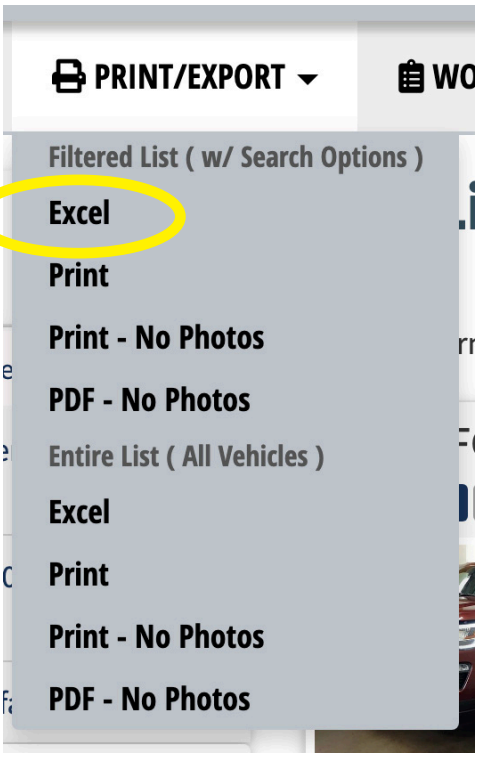
Start by clicking the PRINT/EXPORT tab in the top menu.



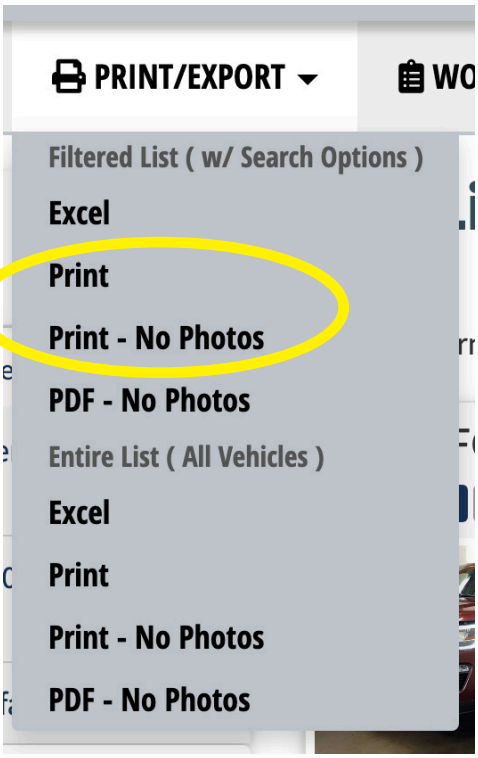


At the top, you can print your filtered list. This would be your search results, your workbook, or a lane if that's what you have selected.

Below that, you have the print options for "Entire List (All Vehicles)." This will print all the vehicles listed for that sale day, so be careful.

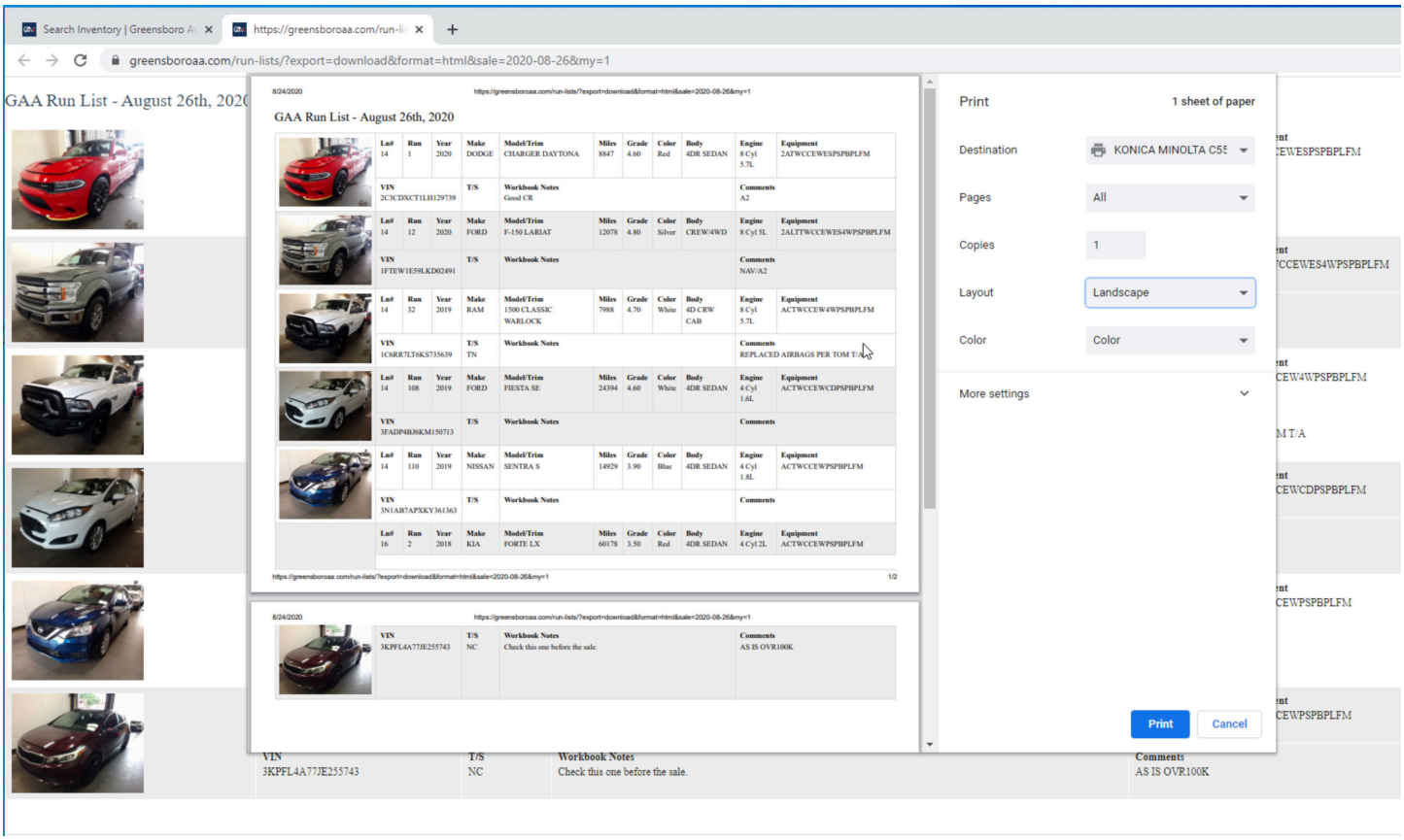


The first item on the menu will allow you to download your list as an Excel spreadsheet. When you click this button, you might not see anything happening. Look in the "download" folder on your computer to find the spreadsheet. If you don't have Excel or don't use spreadsheets, don't worry about this menu item -- just ignore it.

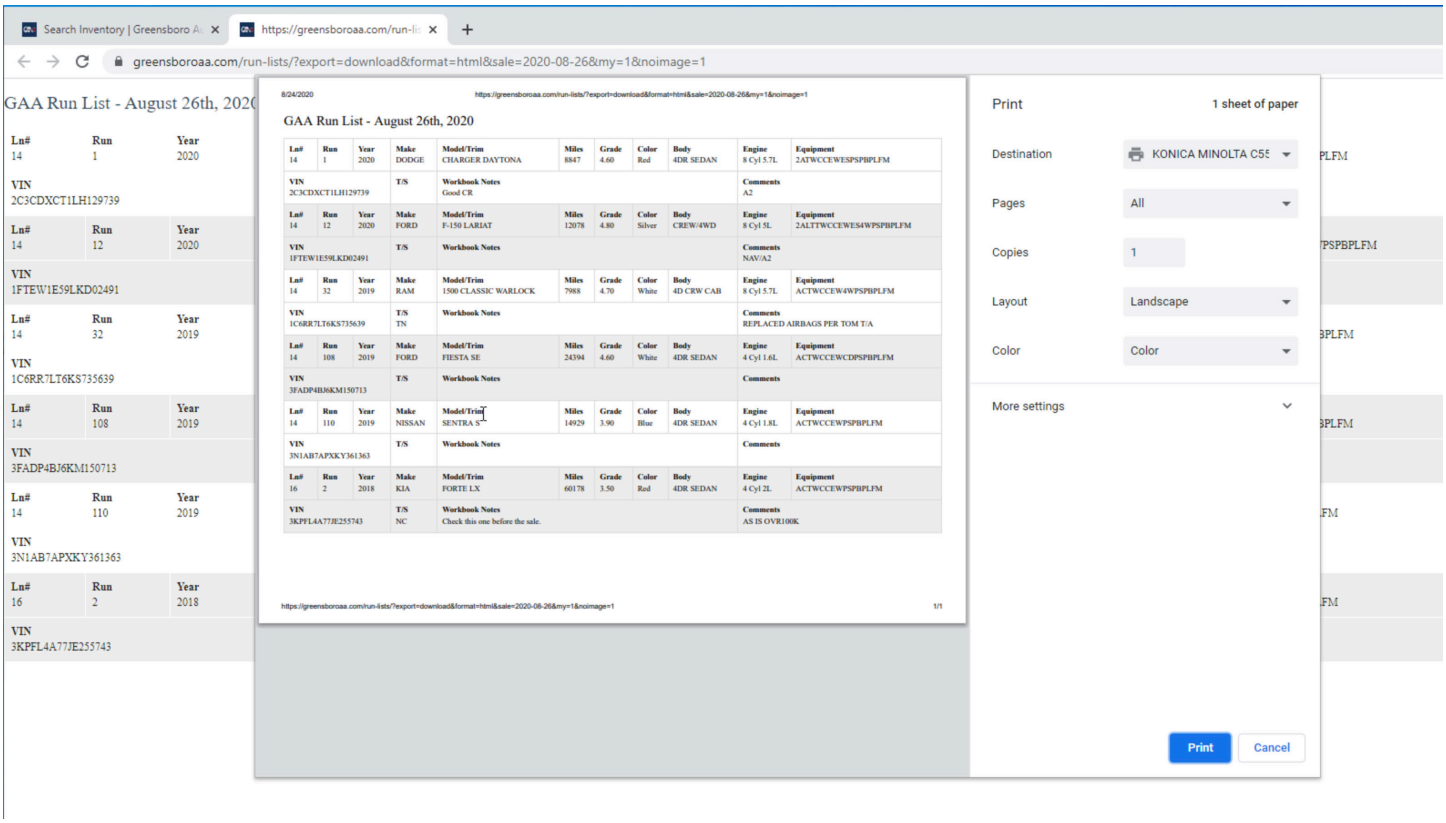


The next 2 menu items will open a separate tab in your web browser and open the print menu for your printer. (See below.)

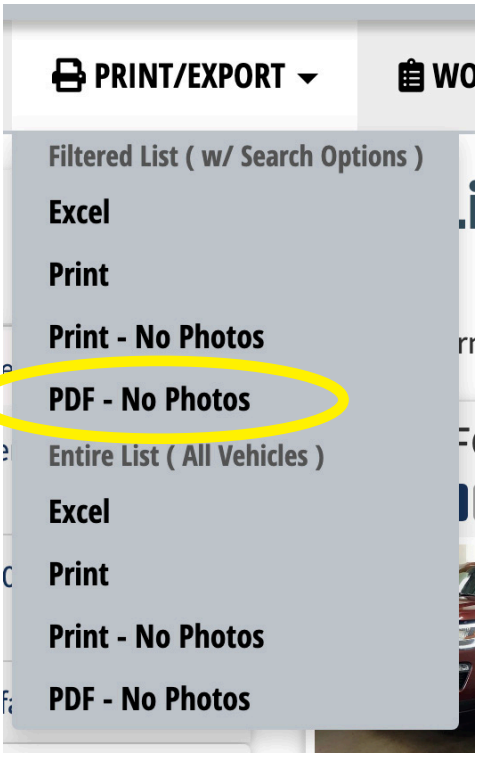
Select your destination printer. Select “Landscape” or “Portrait.” Click the small arrow next to “More settings” to see more of your printer settings. These will be different for every printer. When you have all your selections made, just click “Print” and your list will be sent to your printer.

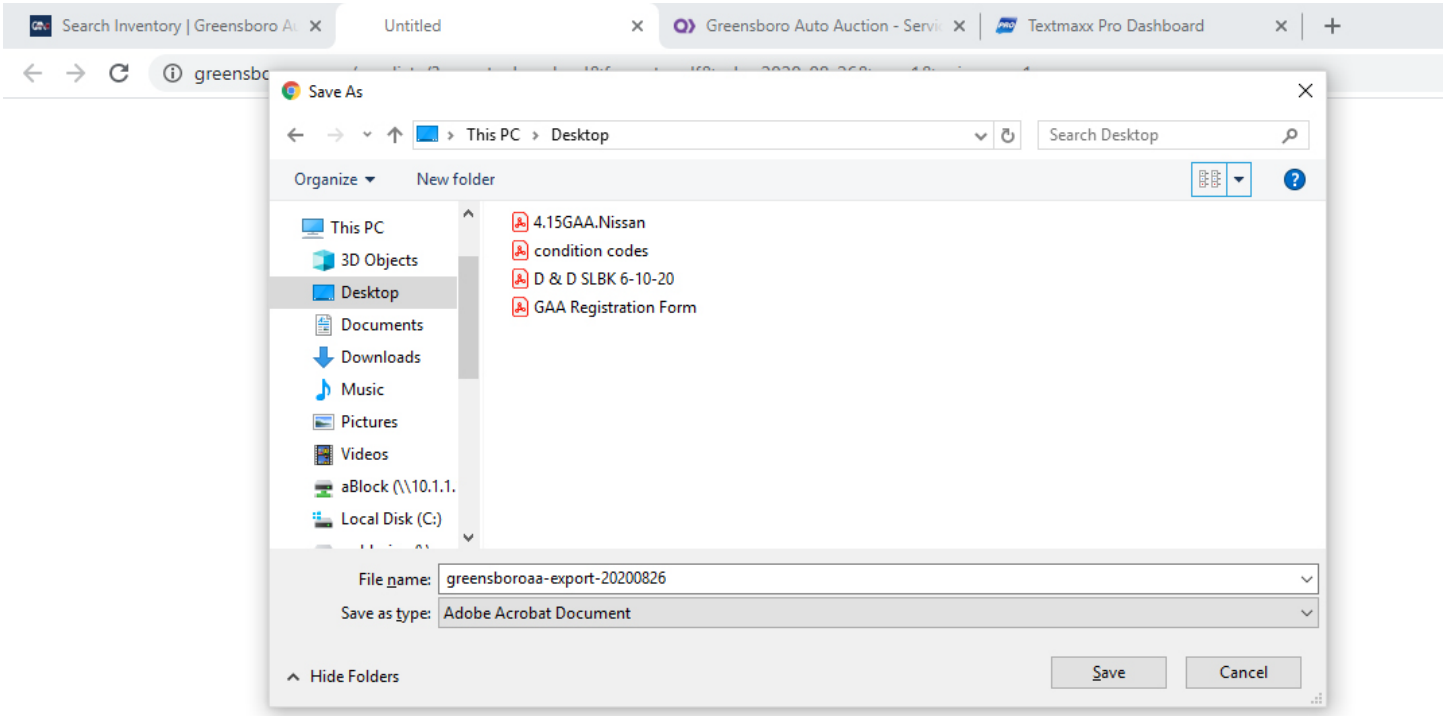


Here’s what it looks like if you click on “Print - No Photos.”



“PDF - No Photos” will download the list as a PDF file. It will look the same as the image above.



Depending on your settings and whether you are using a Mac or a PC, the file will either be saved directly to your downloads folder; or the file will download and open in a separate window; or you may get a pop-up with a menu asking you to select where you want to save the file. (See below.)

If you get the pop-up, just navigate to where you want to save the PDF. Otherwise, look in your downloads folder for the file.