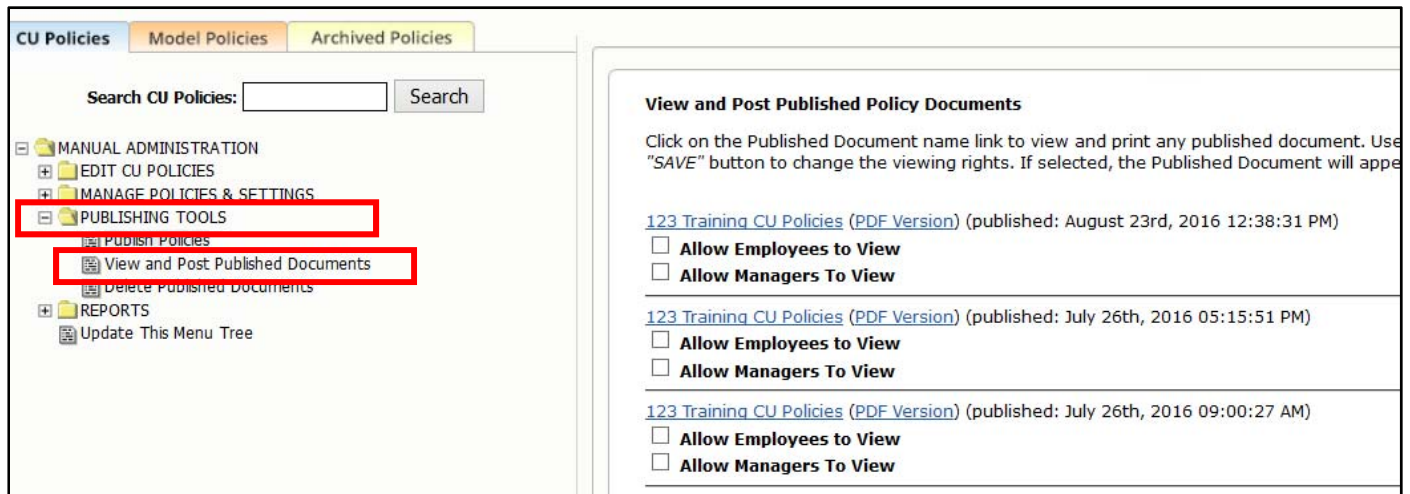# View, Print and Post Published Manuals

1. Click on the "CU Policies" tab at the top left of the screen to make sure you are in the CU Policies.

2. Using the plus signs to the left of each folder, expand the "MANUAL ADMINISTRATION" and the "PUBLISHING TOOLS" folders.

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4. The "View and Post Published Documents" area lists all published manual versions in date order, with the most recently published version at the top of the list. Published Manuals will be provided as both an HTML version (to read online) and as a PDF. Published manuals can be viewed, printed, and posted on the Home Page of CU PolicyPro for staff to access.

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