
Paperless Permit Instructions: Downloading Files to PDF

Revised May 2023



City of Salinas

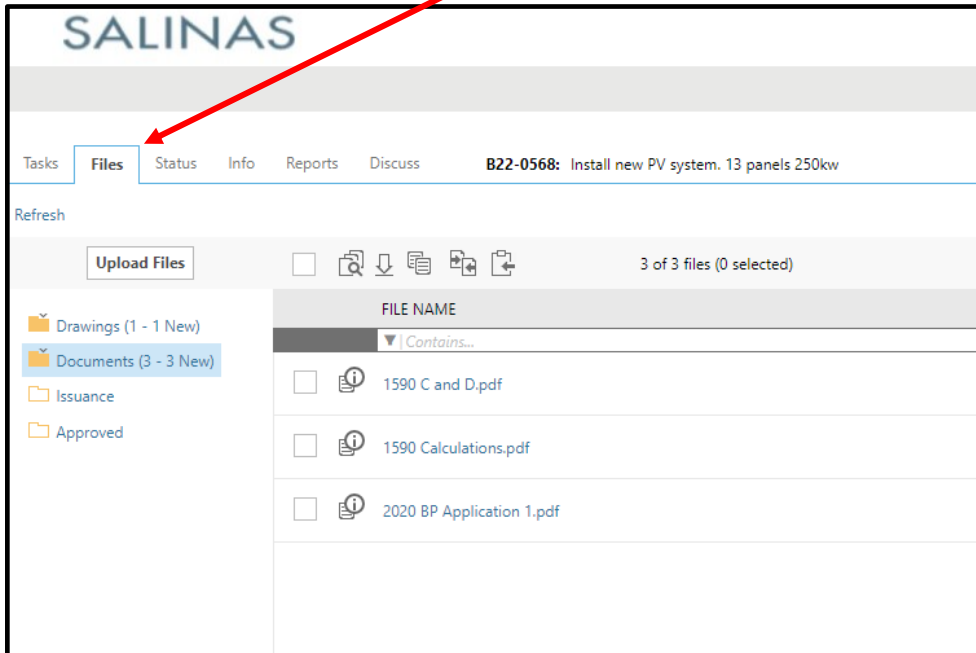
COMMUNITY DEVELOPMENT DEPARTMENT

65 W. Alisal Street • Salinas, California 93901
(831) 758-7251 • (831) 758-7938 (Fax) • www.ci.salinas.ca.us

Paperless Portal Instructions

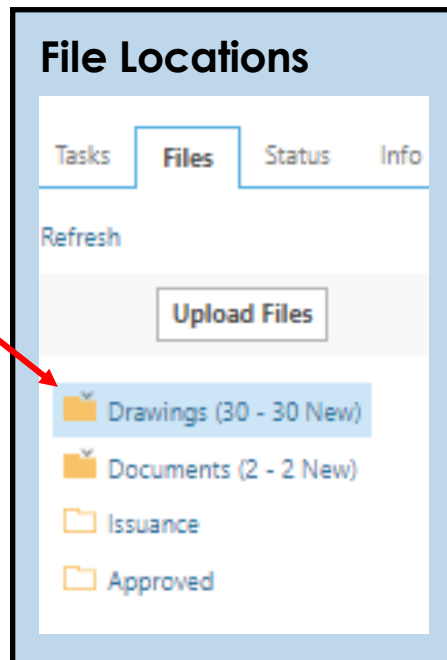
Choose the “Files” tab

- The files tab is located at the top of the Paperless Permit Portal



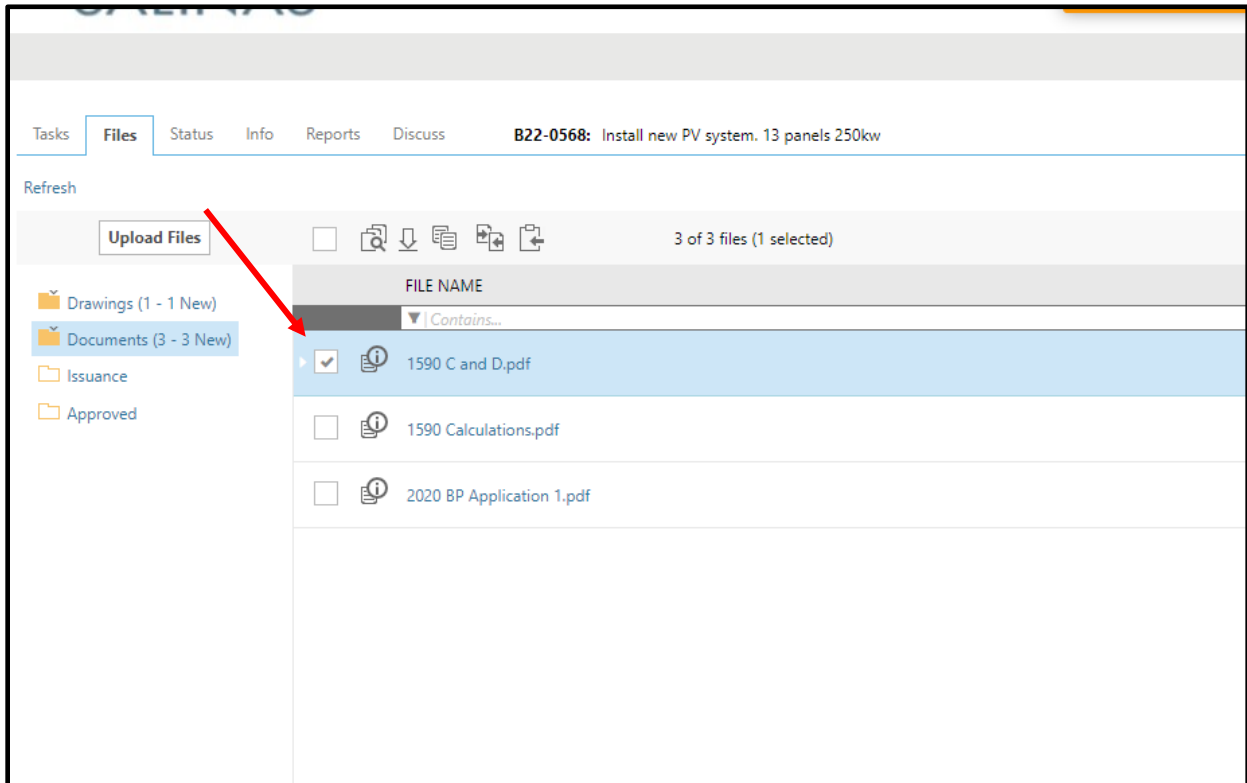
Choose which folder you would like to open

- The available folders include: “Drawings”, “Documents”, “Issuance” and “Approved”.



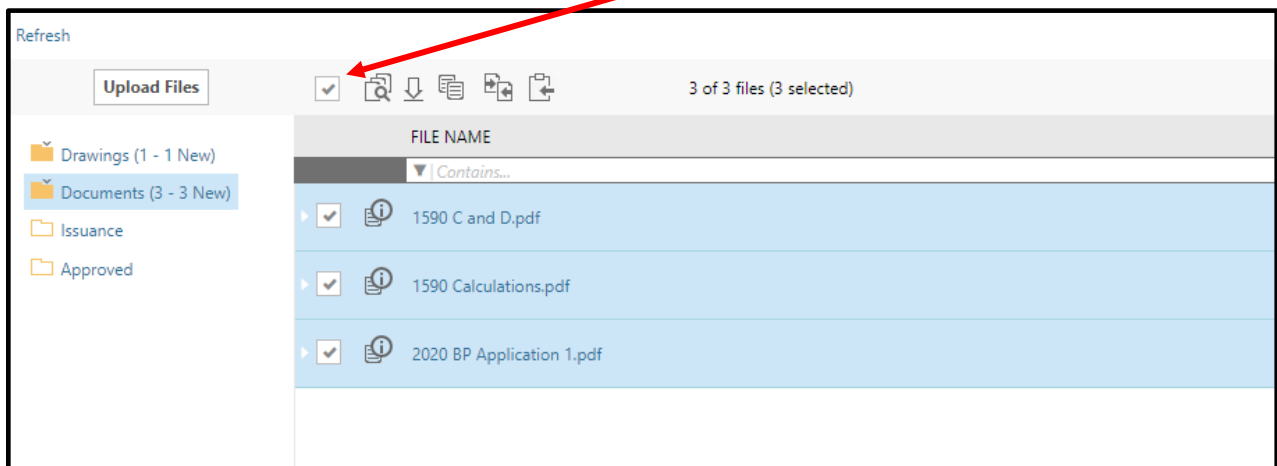
Check which file you would like to download.

- You can choose one file or multiple files to download.



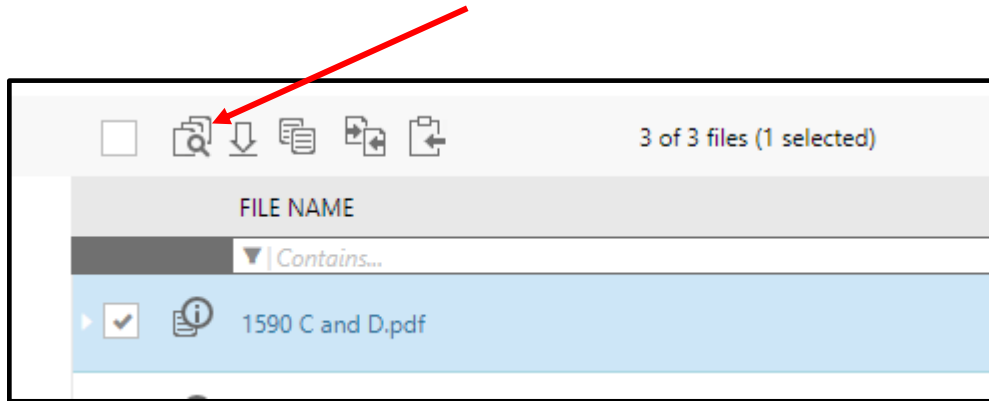
When choosing multiple files check the empty box located above the column titled “File Name”.

- By checking this box all files will automatically be selected.



Click on the magnifying glass icon.

- The icon is the first icon in the row above the words "File Name".



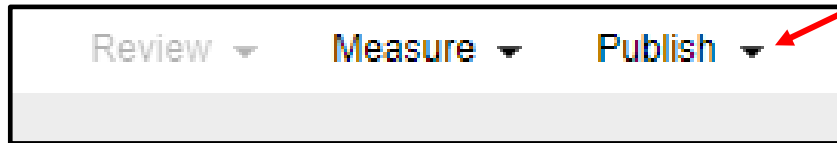
A new tab will be generated with the selected documents.

- Below is an example of a possible display of the new tab.



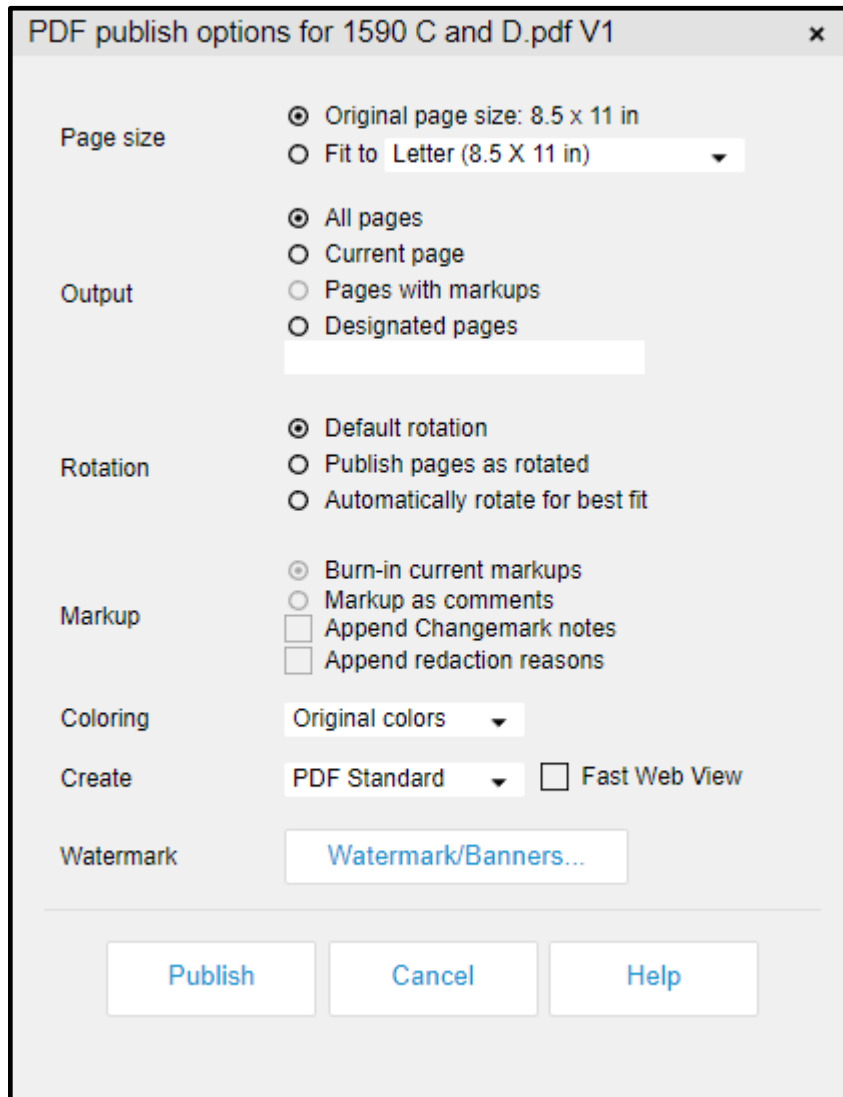
Click the arrow next to the word “Publish”.

- The downward facing arrow appears next to the word “Publish” at the top of the screen.

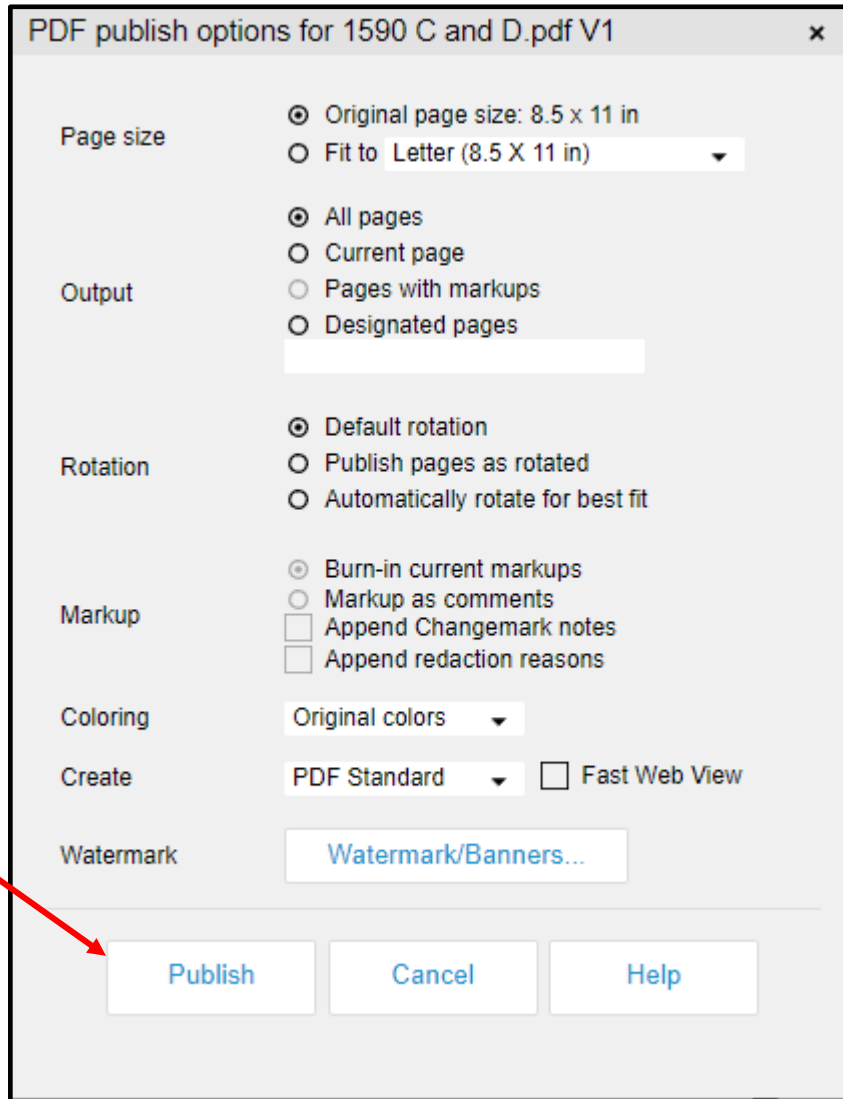


Click “Publish to PDF”.

- Once the arrow is clicked, a drop-down list will appear. Click on the words “Publish to PDF”. An image like the one below will appear in the center of your screen.



Click the “Publish” button to create a PDF.



Click on the dialogue box “OK”.

- A small dialouge box with appear in the center of your screen, click “OK”. Your PDF will appear in a new tab.

