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# How to use SocioRAC and its features

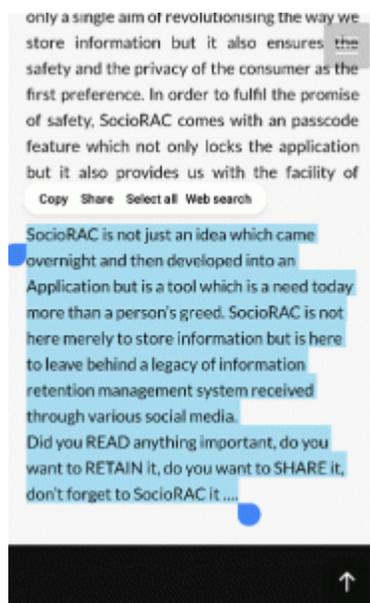
## SocioRAC Pop-up Manager

Any content **SELECT**ed to **COPY** from any source triggers **SocioRAC**'s background service automatically. A **POP-UP window/ SWIPE-DOWN** option will let the User save the content efficiently in an organized manner through this app and avoid interruption of copying and paste data manually.

### How to retain content with SocioRAC pop-up:

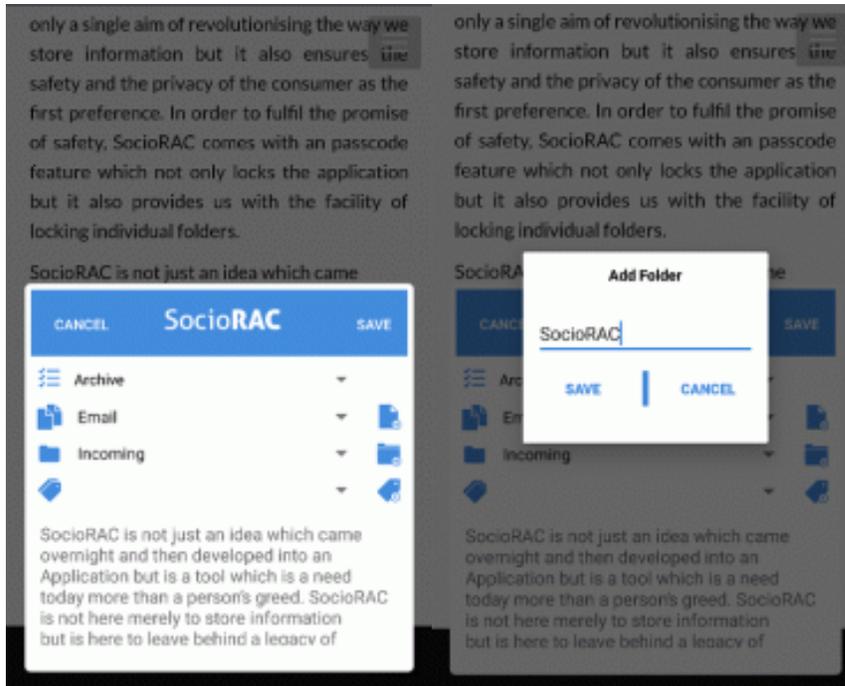
Please check video here

<https://www.youtube.com/watch?v=p1gEJpE7osI>



**Select** any content from any source (any app any screen on any phone) and press **copy**. As soon as you click Copy, **SocioRAC pop-up** window (only in android, **iOS users refer to note below**) will appear. You can press the One-click **Save button** to save the content on

SocioRAC with an immediate backup to the cloud (provided you have net connectivity). You can select a folder, source, and tags or create a new one. You can choose content type also.



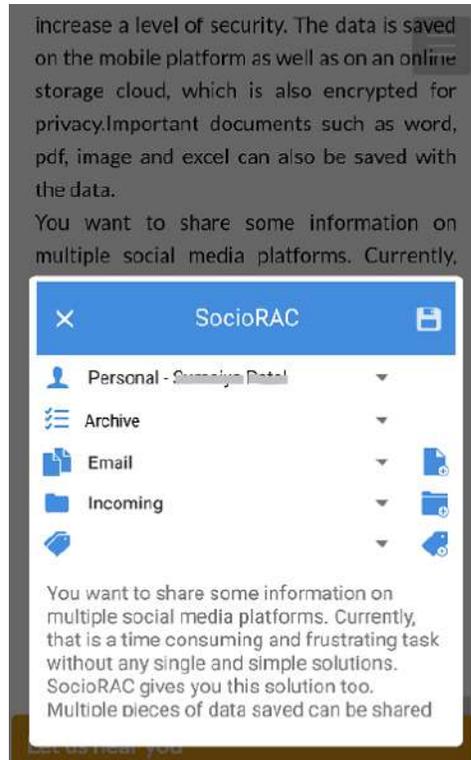
**iOS users** – since iOS does not allow pop-ups, after pressing select and copy iOS users will need to swipe down from the top of the screen to see the **SocioRAC widget** and your copied content. You will see there are 4 buttons below your content –

1. **Quick Save** or one-click Save
2. Edit and save as **an archive**
3. Edit and save as **a reminder**
4. Edit and save as **a calendar entry**

If you don't select a folder, the content would be saved in the default folder defined in the settings menu. When you sign up, the default folder is "**Incoming**" so all content will go in this folder unless you choose a different folder at the time of saving or change the default folder in the **Settings** menu.

Please note-

If you are the Enterprise user, SocioRAC pop-up allows you to choose the account amongst your personal account or your Enterprise account to save your selected content.



**SocioRAC Enterprise version:** It is for Organizations.

Enterprise version comes with the additional features like:

- Safety and privacy of the information: Gives backup facility and data security.
- Admin can command user's data sharing.
- Broadcast option for the Admin.
- Bulk uploads of Users account by Admin rather than individual account creation.
- Content Sharing Quota: Admin can decide the limit for content size, shared by each User.
- Option to disable external share options.
- Option to disable sharing to users other than the enterprise
- Multi level Admin panel
- Support for templates
- Multiple Organizations

## How to edit content:

You can also edit and save the content the way you want to. Android users get the options in the pop-up screen, iOS users get it on pressing button 2, 3 or 4 as mentioned above.

There are 4 rows in all on the Android pop-up and on pressing button 2, 3 or 4 on iOS.

1. You can select and or set the **Source** on Row 2. You can create a new source too.
2. Select the **Folder** in Row 3 where you want to save the content. You can also create a new folder if you want.
3. Select or set multiple **Tags** in Row 4. You can create new Tags too.

4. You can set a **Reminder** for content chosen by selecting reminder as the type in Row 1 and setting the date and time. So no more forgetting birthdays, events, to-do, and deadlines. Set a Reminder and SocioRAC will do the rest.
5. You can set a **Calendar Entry** for content chosen by selecting calendar as the type in Row 1 and setting “from and to” date and time. So no more forgetting commitments and meetings. Create a calendar entry and SocioRAC will do the rest.

If you don't select a folder, the content would be saved in the default folder defined in the settings menu. When you sign up, the default folder is “**Incoming**” so all content will go in this folder unless you choose a different folder at the time of saving or change the default folder in the **Settings** menu.

## How to use SocioRAC's Add-on Features

Please check video here

<https://www.youtube.com/watch?v=K5WqvkJEF8Y>

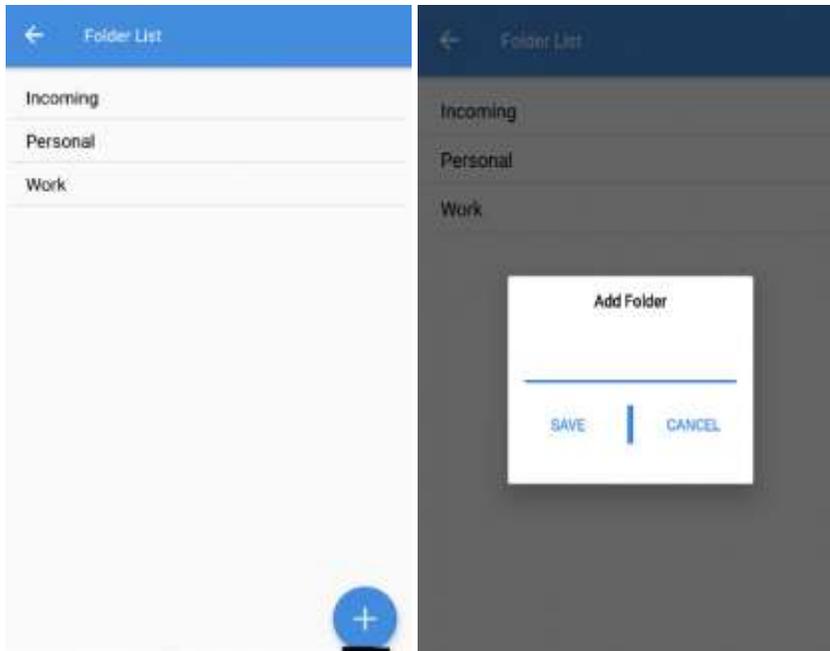
Welcome to SocioRAC's 'How to' Guide. Here are the Add-on features that will help you manage your content. Let's see, How to use these features.

SocioRAC is a proprietary patent pending multi-platform (Android, iOS & Web) data management and data sharing application. SocioRAC is having a lot of unique features which will allow users to retain and share data easiest way. Install it from [Here](#)

If you have installed SocioRAC, visit our guide [How to Sign Up with SocioRAC](#).

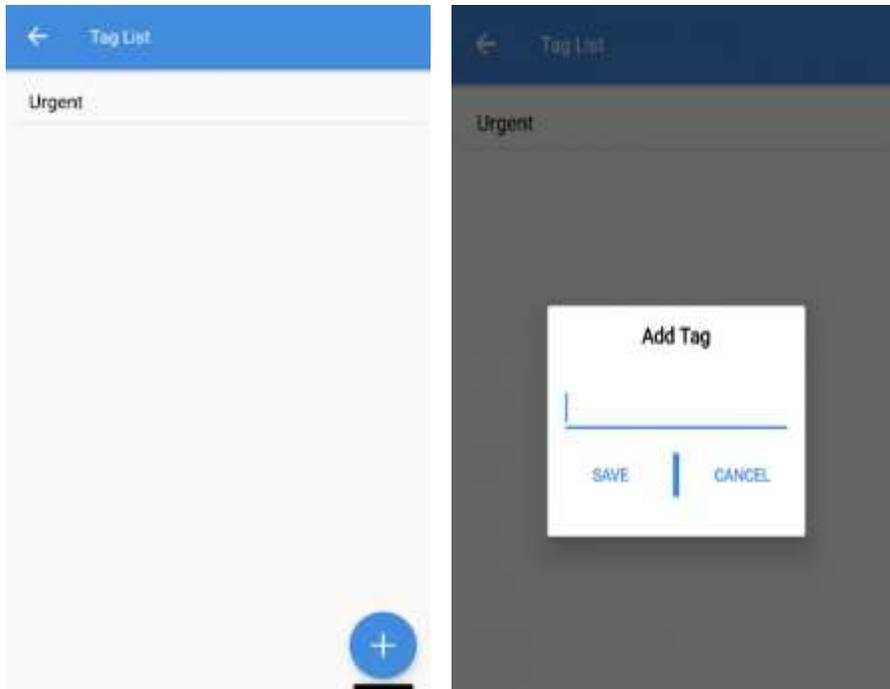
### 1. How to Create, Edit, Delete the Folder?

From the sidebar menu the first option you can see there is “**Manage Folders**”, Here you can manage and create new folders. In the Folder List, you can see the folders. You can create new folders by clicking the button on the bottom right side. You can swipe right or left on a folder name to edit or delete a Folder.



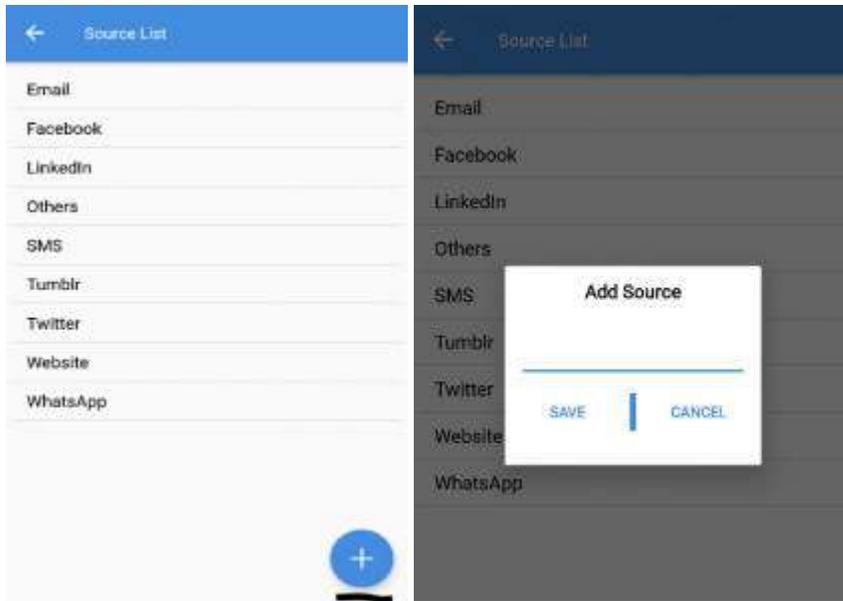
## 2. Tag Management

The second feature is “**Manage Tags**”. Tags are a label attached to someone or something for the purpose of identification or to give other information. In the Tag List, you can see the Tags. You can create new tags by clicking the button on the bottom right side. You can swipe right or left on a tag name to edit or delete a Tag.



### 3. Source Management

“**Manage Source**” shows and manages the sources of the platforms from which you want to retain the content of data. You can have any kind of content here as an identifier You can add source also. In the Source List, you can see the Sources. You can create new Source by clicking the button on the bottom right side. You can swipe right or left on a Source name to edit or delete a Source.



## 4. Contact Management

“**Manage Contacts**” feature manages the contacts. It has 3 options there.

1. SocioRAC – You can find your SocioRAC contacts here from the contact list on your phone
2. Contacts – List of all your contacts based on input from your phone.
3. Broadcast – Lists created by you to send a broadcast message to a group of people

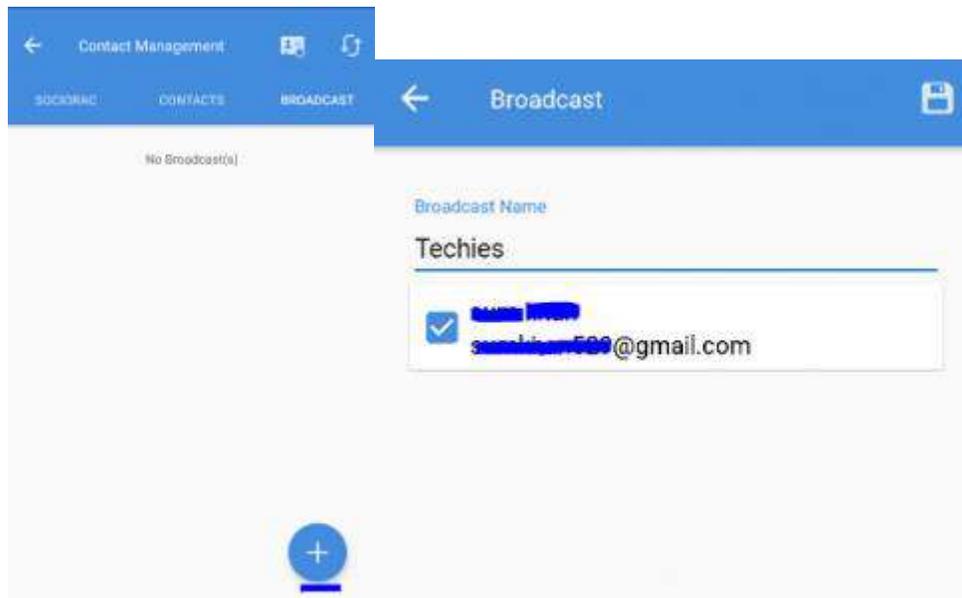
SocioRAC allows you to **block** and **unblock** your contacts. You can block any contact by selecting the contact and go to the bottom of right side Lock symbol. You can unblock a user by the unlock symbol.

These management features allow you to **edit**, **delete** and **manage** the contents.

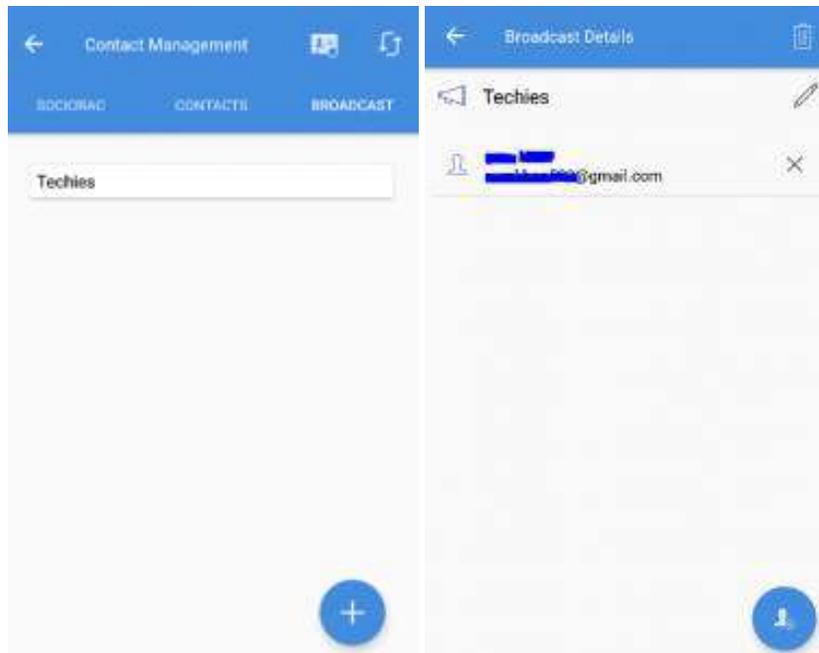


### Creating a Broadcast list –

As shown above, there are 3 options in contact management. The third is **Broadcast**. In the Contact Management screen, click on Broadcast. You will see the screen below.



You can **create a broadcast list** by clicking on the **+** button at the bottom right corner. Select the **contacts** to add from the list here. And Give a **Name** to your broadcast. Once done click the button at the upper right corner and **Save**.



Click on a Broadcast list to view the details,

- Rename the broadcast list by pressing the Edit button.
- Remove any contacts by clicking (X) button.
- Add a contact also from the bottom right corner by clicking +
- Delete the entire list by pressing the Delete button on the top right corner.

## Groups -

You can create, edit and delete a group of SocioRAC users from here. Groups help you share content with a group of people at the same time.



## Reminder, Archive or Calendar

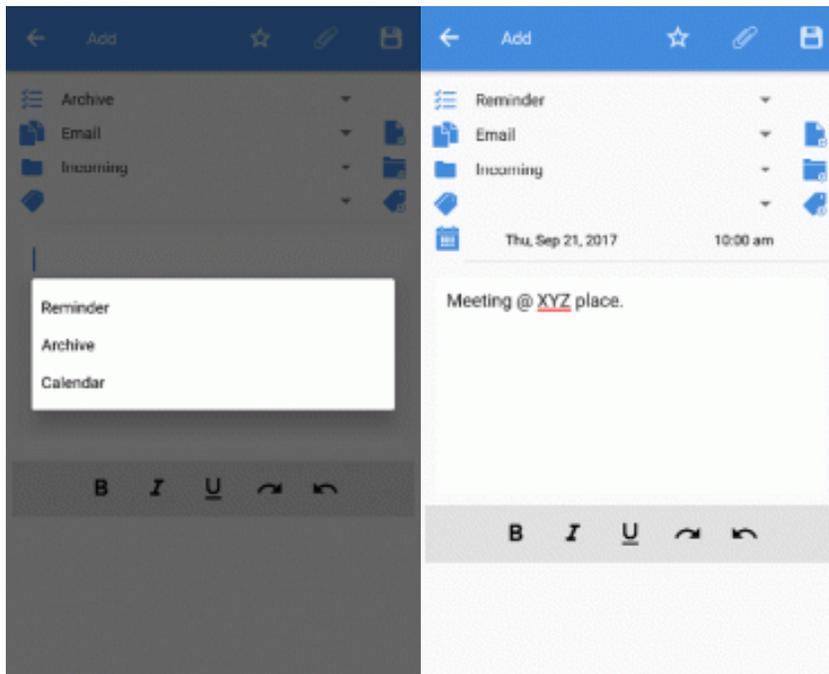
There are three major categories of content, namely, Reminder, Archive or Calendar. For reminder and calendar content, SocioRAC notifies the user at the selected time using emails and on-screen notifications. Here is the guide on how to add Reminder, Archive or Calendar Entries.

Before starting the guide,

If you haven't installed SocioRAC, You can download it from [Here](#). Visit our guide to learn [How to get started with SocioRAC](#)

### How to add Reminder, Archive or Calendar

There are 4 rows in all on the Android [Pop-up](#) and on pressing button 1, 2, 3 or 4 on the iOS widget as explained earlier.



1. You can select and or set the **Source** on Row 2. You can create a new source too
2. Select the **Folder** in Row 3 where you want to save the content Or create a new folder if you want.
3. You can select or set multiple **Tags** in Row 4, and create new Tags too.

4. You can set a **Reminder** for content chosen by selecting reminder as the type in Row 1 and setting the date and time. So no more forgetting birthdays, events, to-do, and deadlines. Set a Reminder and SocioRAC will do the rest.
5. You can set a **Calendar Entry** for content chosen by selecting calendar as the type in Row 1 and setting “from and to” date and time. So no more forgetting commitments and meetings. Create a calendar entry and SocioRAC will do the rest.

**Note- Screenshots given above are for Android users.**

## How to Share Content to Multiple Platforms (Social Media)

Please check video here

<https://www.youtube.com/watch?v=R--VPw43Yg0>

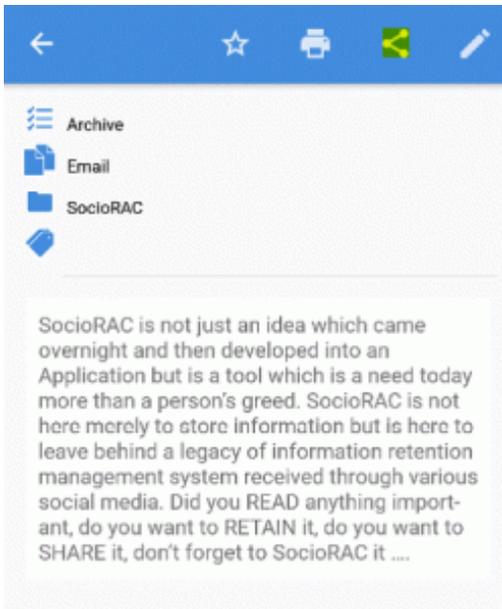
SocioRAC provides a unique feature of sharing saved content to multiple platforms. You can share content to Facebook, Twitter, LinkedIn with a single button click with more efficient and seamless experience. Here is a guide to show you how you can share content to social media and other platforms very easily in just a few seconds.

Before starting the guide,

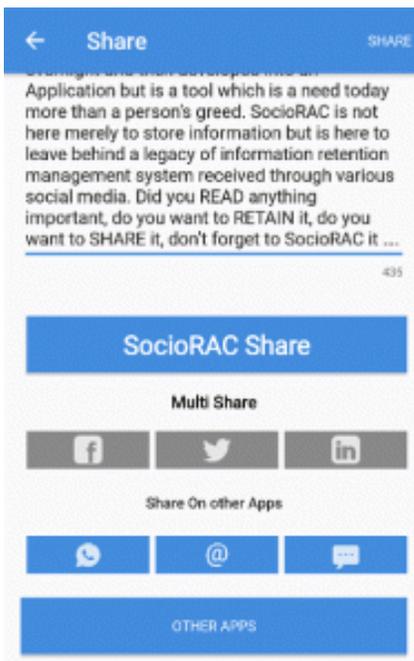
If you haven't installed SocioRAC, You can download it from [Here](#). Visit our guide to learn [How to get started with SocioRAC](#)

### How to share content

Open the content which you want to share with your friends by multiple social media networks. Click on **Share** symbol (Highlighted in the image below).



You will get the second image (as shown below). You can share your content on multiple platforms at the same time very easily. All the share buttons are there for you to share to any app. You can edit the content too, before sharing. Pressing the **Whatsapp**, **SMS** or **Email** button takes you to their window. And you can choose whom to send the content to.



You can also choose one or all three of **Facebook** **Twitter** and **LinkedIn** to post the content on them in one go rather than doing it one by one. You can also post (share) the content on any other app installed on your phone by pressing the button **Other Apps**.

SocioRAC provides you multiple content sharing flexibility also. Multiple contents can be shared by selecting the **Share** option from the side menu, (as you do for Move Copy Delete etc.) and then select multiple notes to share.

## SocioRAC Share (New feature)

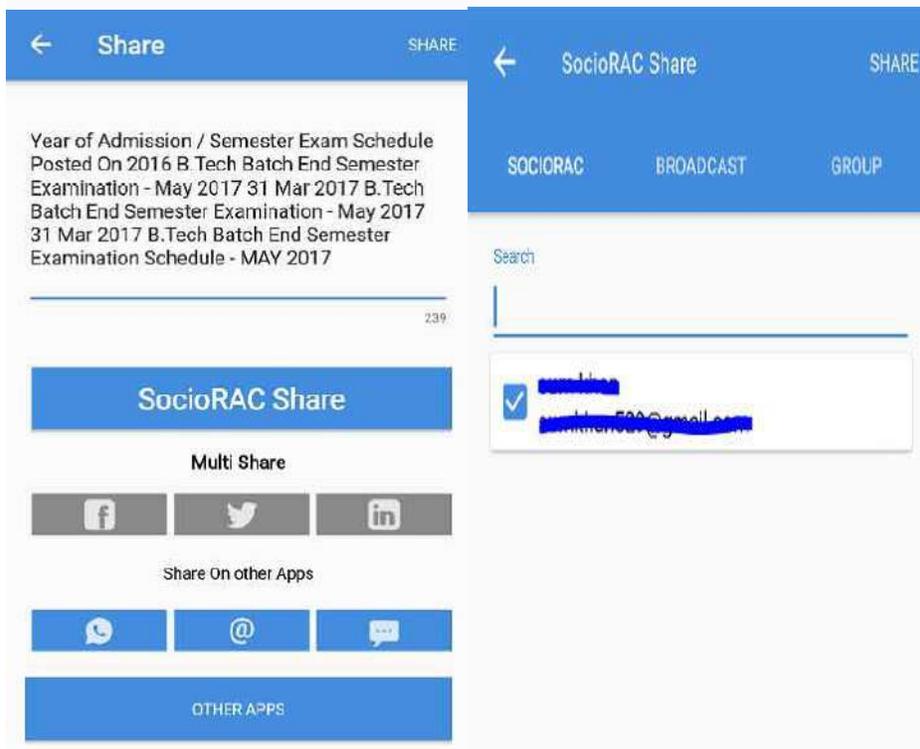
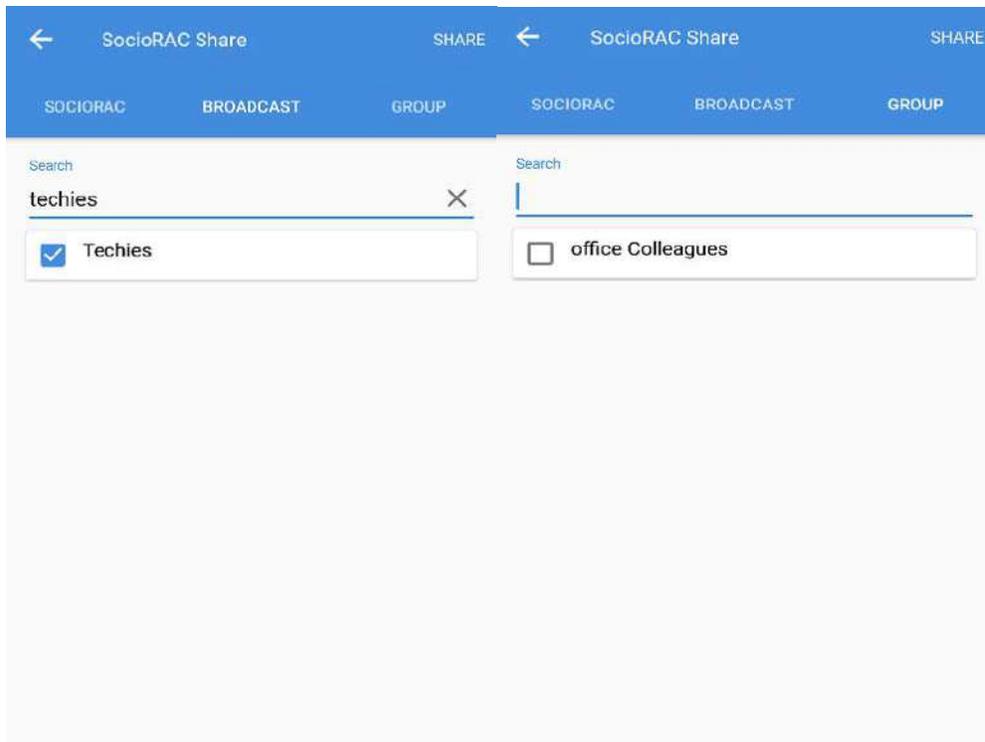
Please check video tutorial here:

<https://youtu.be/YIk9BQFjwOk>

SocioRAC Share feature allows you to share your content with SocioRAC contacts as shown above. Here is the detailed description about SocioRAC Share.

Selected content can be shared to specific contacts, Broadcast list and to Groups through SocioRAC share.

Once you have selected the content (notes) to share you are on the Share screen. The upper right corner image shows list of **SocioRAC contacts**. Select the contacts from here to which you want to share the content with. The next image shows the **broadcast list(s)**. You can choose the broadcasts from here. Below left corner is showing **Group(s)** list. Select the groups from here. Click **Share**. SocioRAC will ask you for confirmation. Click on Confirm. Your content is shared successfully.



Once again, you can create the broadcast list from the left menu (on home screen) >Contact Management>Broadcast. Click on the + at the bottom right corner.

## Using SocioRAC share

1. You can **Share** any important content with one or more of your contacts. Content shared this way is saved on their SocioRAC and is not lost in the multiple emails or chat messages.
2. You can create a **Broadcast list** of suppliers, vendors, clients, employees, students, teachers, partners etc to send them regular content/ attachments/ info
3. You can create **Groups** of any selected users for one time interaction or regular interaction. Here you can interact with the other users in real time. Groups also give you a **White Board** to do Collaborative working opportunities in real time while you are on-the-go without tying you to your laptop and office table.
4. Any Reminder or Calendar entry shared through SocioRAC share in any of the above 3 options creates the same reminder and calendar entries on the phone and SocioRAC of all recipients without any effort on their end. All these users will get the on-screen and email notification at the due time of the reminders and calendars entries.

## Password Protection

Please check video here

<https://www.youtube.com/watch?v=apMioi0-K9I>

SocioRAC is a revolutionary data saving and data management application for Android and iOS users. With the help of SocioRAC, you can save data from any browser, any platform. And can share data manually to social networking sites. SocioRAC worries about your privacy also, SocioRAC is having a feature to lock your app and a specific folder with a password. If you have not downloaded SocioRAC yet, get it from here.

**Install [SocioRAC](#)**

If you are facing problems, You can visit our guide, [How to sign up with SocioRAC](#).

SocioRAC features are giving you the easy and best way to manage your content. Check

out our step by step guide for, How to use [SocioRAC add-on features](#). Here is the guide for 'How to secure SocioRAC saved content with a password'.

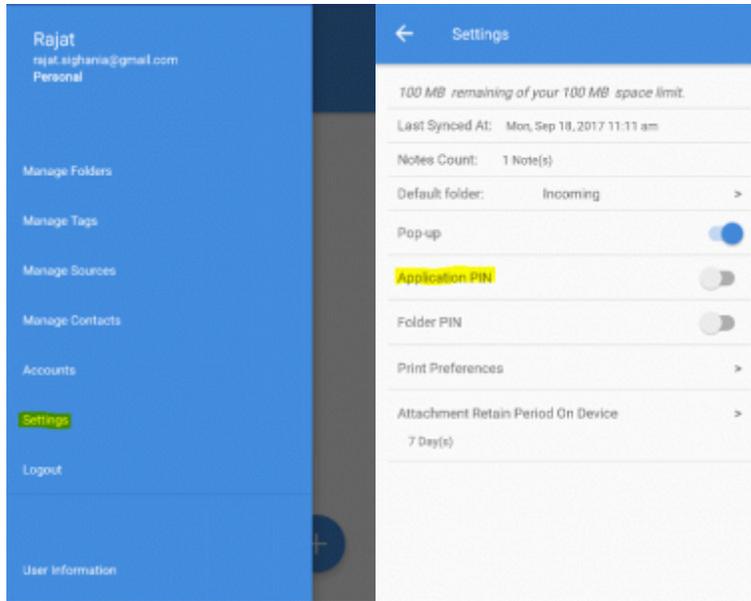
## What is SocioRAC's Password Protection?

For restricted access to SocioRAC app, it can be optionally protected with a 6-digit password, so that content within the app remains secure even if the phone is unlocked. SocioRAC allows you to secure specific folder also with a 4-digit pin.

## How to create a password?

Here are all of the “**Settings**” of SocioRAC.

- You can enable a password to secure your app and then set the password by clicking **Application PIN**
- With the help of **Folder PIN**, You can also put a password to some specific folders
- You can change the theme also as per your choice. SocioRAC gives you 5 color themes, Blue, Red, Pink, Green, and Black.
- Change the time period of storing your content (more or less than 7 days) on your phone.
- You can trace the previous backup timing, Number of notes, and the space of storage. SocioRAC gives you 100MB in the free version
- Set the default folder to receive incoming notes (choose from the existing folders)
- Disable the Pop-up (prevent the auto pop-up from coming up)
- Decide the content for view in PDF and printing (which fields to be printed).

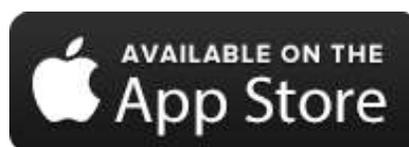


## Search, Sort & Filter Feature

Please check video tutorial here  
<https://youtu.be/cJ5AULoo6pQ>

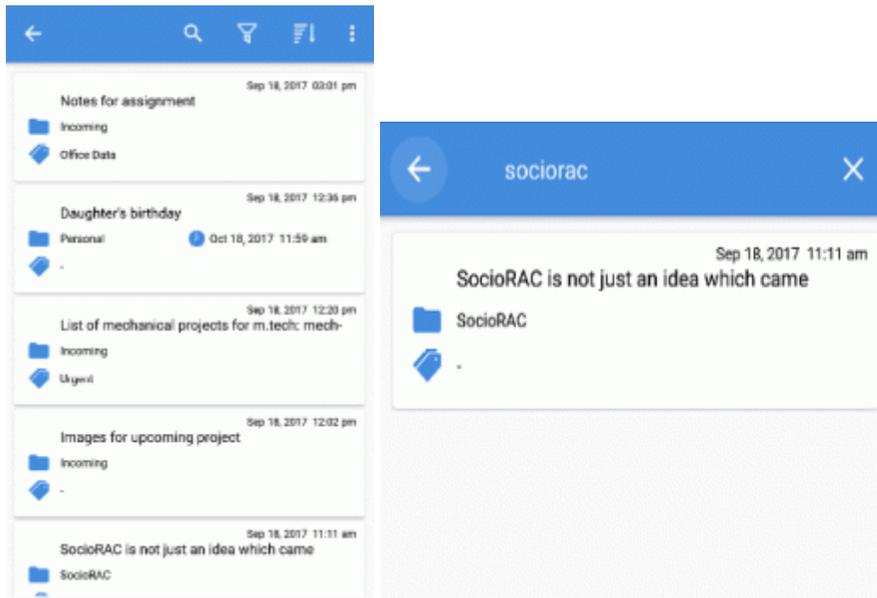
Data can be retrieved in a quick and efficient manner using the search/ sort capability and various filter options. SocioRAC is giving you features that will allow you to choose and view your content as you choose. Here are some options.

If you have not downloaded SocioRAC yet, Get it from here



## Search the content:

When you save lots of content, later finding the one you want can be a pain. Don't worry; SocioRAC gives you the solution. Press **Search** as shown below. Type a few alphabets or any word you want to search and it will show all the notes having the searched word.

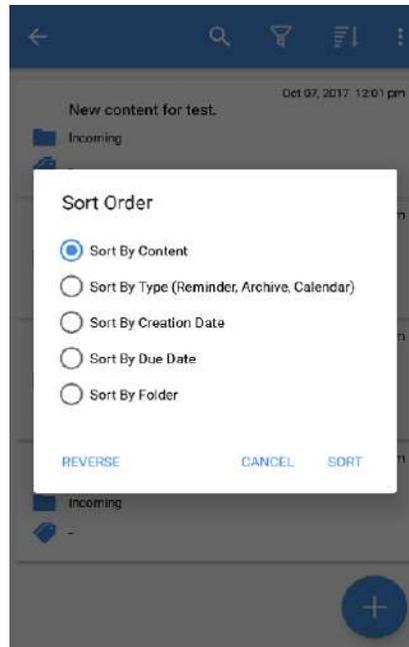
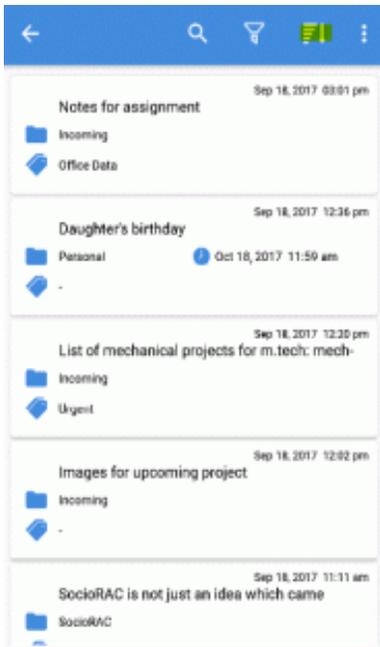


## Sort content list:

The screen below shows how to **Sort** the content. There are four different ways to sort your content. You can sort it by

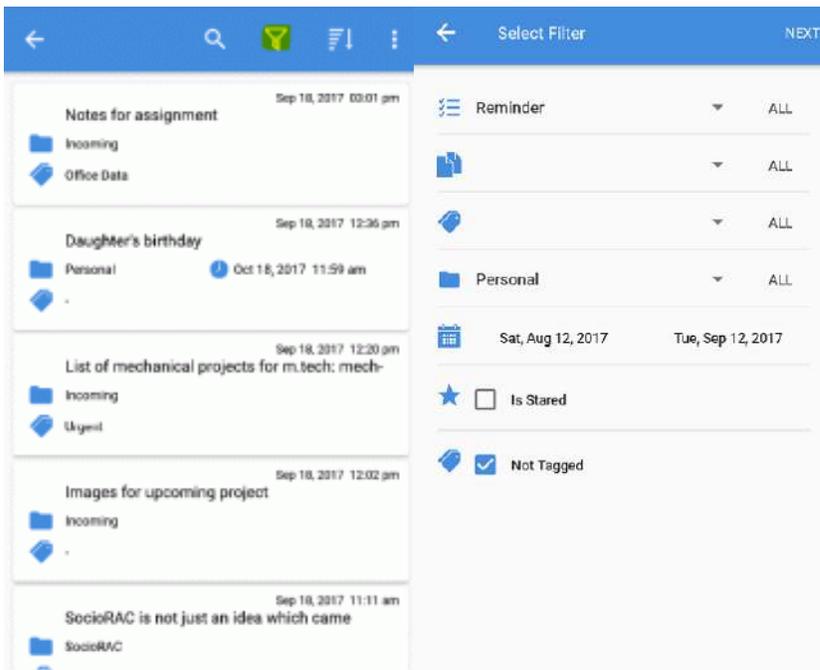
- The content
- The type of note (Reminder, Archive, Calendar)
- The date (created or last modified)
- The folder list.

You can reverse sort it also by clicking on **Reverse**.



## Filter the content:

This feature allows you to find the content by filtering.

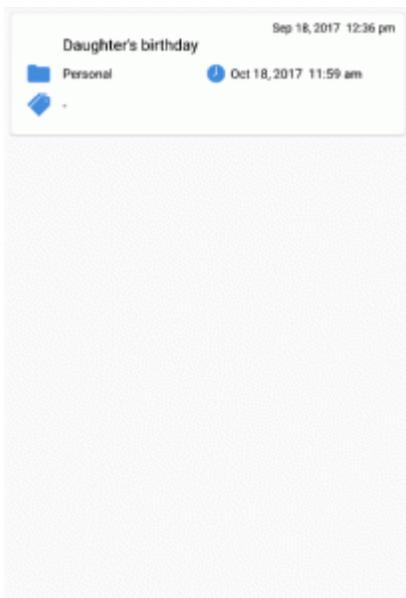


Press **Filter** as shown in the image above. The screen shown in the image on the right will open up.

Filter allows you to -

- Select specific Labels - Folders, Tags, and Sources (as shown in the image on the right). You can choose all for any of the categories to
- Select the kind of notes – Reminder Archive or Calendar. You can choose all too
- Select if you want to see only Starred notes
- Select if you want to see only Untagged notes
- Select the 'from date to date' duration to see all of the content saved during date.

Click **Next**. The filter will give you the list of notes matching the labels selected by you as explained above. And here (as shown in the screen below) I have got the content which I was looking for (based on the filters applied).



Using this feature, you can create an instant **Catalogue** for your images, pdf or ppt files. Save them on SocioRAC and tag them with multiple tags and then use the filter option to find the ones you want. Helps you multi-link files in an easy and efficient way.

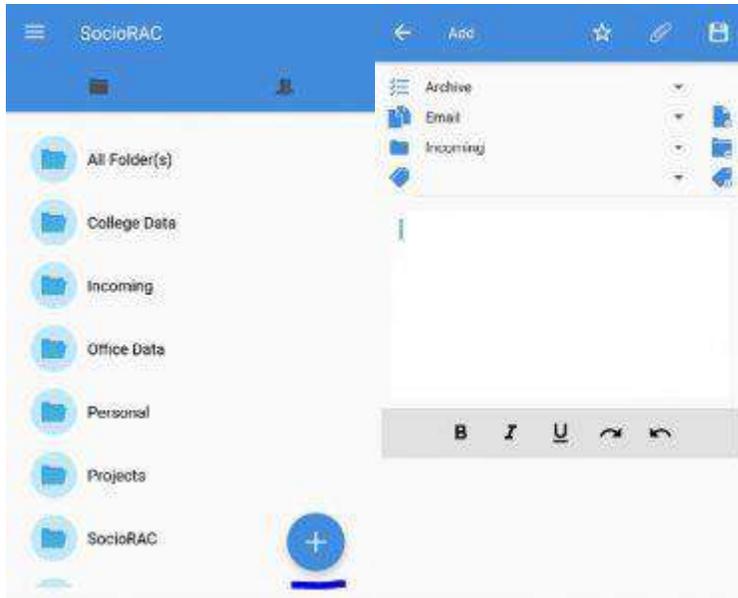
Data can be retrieved in a quick and efficient manner using the **Search & Sort** capability and the various **Filter** options.

## How to add (save) content manually:

Please check video tutorial here <https://youtu.be/SH4HHXl9cms>

With the help of SocioRAC, Content is just one tap away from you. Please visit our guide for [How to retain content with SocioRAC pop-up](#).

So now, the question is how can I save the data manually? What if I don't want to save content from any source? What if I want to save my own contents? Here is the solution.



In the 1<sup>st</sup> screen (the default/ Home screen) you can see the list of folders on SocioRAC. From the bottom of the right side, **click +**. You will get the screen 2 as shown above (on right). You can now choose/ set the tags, folders or the source as mentioned above. Type and add your content here. You can also **format the content** ie Bold, Italic or Underline. If you want to **attach an image or any file** from any cloud drive or your phone or even **save a picture** using your phone camera, you can add it as shown on image 3 (above) and click on **Save** to save the content.

Please Note- You can also create a **New Note** on SocioRAC **by sending an email** from your registered email ID. Any email sent from your registered email ID to [mail@SocioRAC.com](mailto:mail@SocioRAC.com) will become a new note in your account on SocioRAC in the **default folder** as defined in the Settings menu.

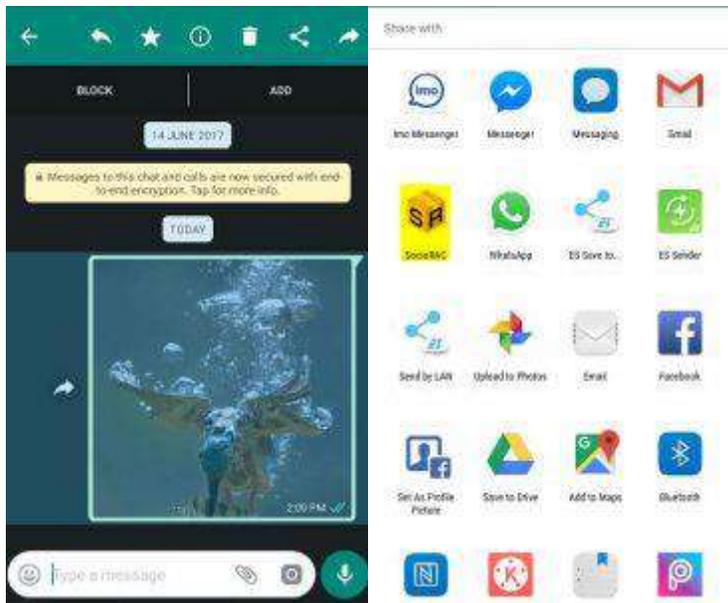
## How to save attachments in SocioRAC:

Please check video tutorial here  
<https://www.youtube.com/watch?v=RG6ZWN8Lc-A>

SocioRAC is a proprietary patent-pending platform to retain and share content from any browser or app. if you have not downloaded SocioRAC yet, Get it from [Here](#). Visit our guide for [How to get started with SocioRAC?](#) You can save attachments also from various social media sites. Here is a short guide to show you how to save an attachment from Whats App and Facebook.

### How to save an image from Whats App:

Select the image you want to save. Click Share Highlighted as above (as there is no Copy button). You will get the share menu, something as shown below.



Choose SocioRAC from here. SocioRAC will open a new window as shown below

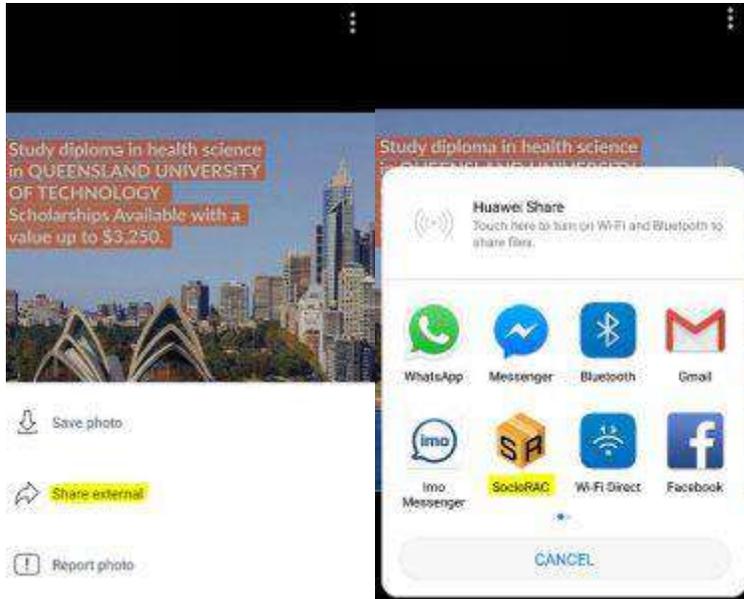


As shown above, the image has been placed there. You can now choose/ set the folder, Tags, Sources or create new ones. Type the content associated with the attachment (image) and then press Save on the upper right corner to save the note. You have successfully saved the image.

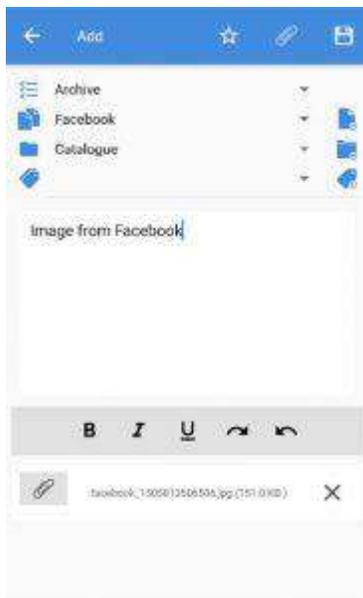
For more than one image, the process will be same. Just select the images, click on share and follow the above method.

## How to save an image from Facebook:

Go to the image which you want to save. Go to the options. Click on Share external.



Click SocioRAC. SocioRAC will open a new window as shown below.



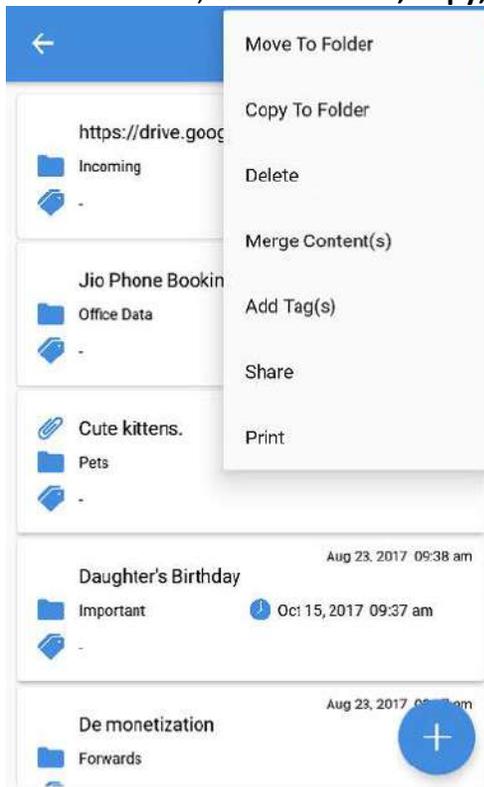
As shown above, the image has been placed there. You can now choose/create the Folder, Tags, Sources or create new ones. Type the content associated with the attachment (image) and then press Save on the upper right corner to save the note.

Please note, for other social media networks or other attachments, the process will be same.

## How to manage multiple contents:

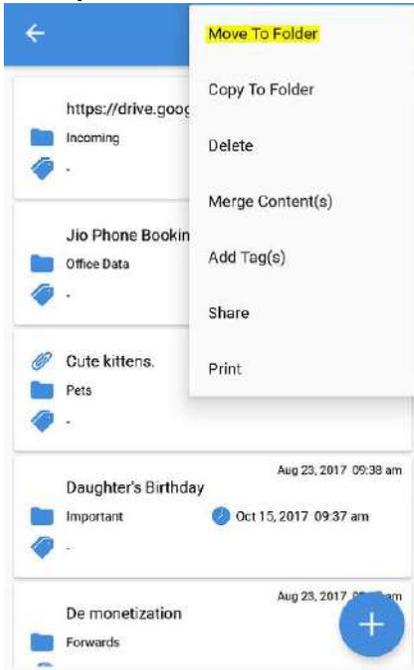
Please check video tutorial here  
<https://youtu.be/TXTWhykGWxQ>

With SocioRAC, You can **Move, Copy, Delete or Merge** the contents saved.

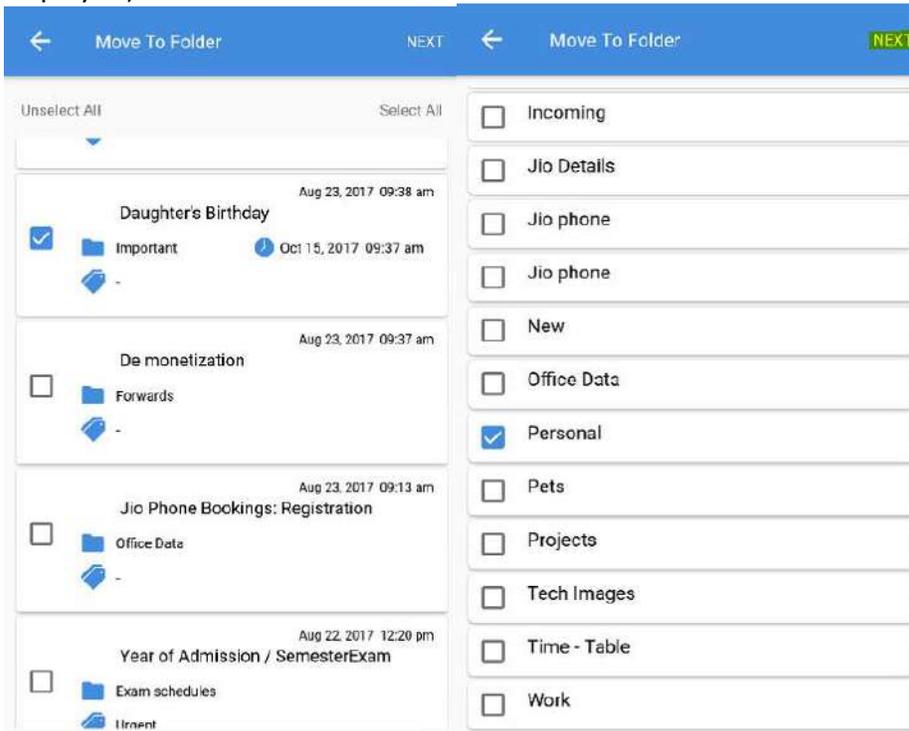


## How to Move content:

Go to the folder having the content you want to move (or on All Folders option). Click on the **Options** menu. Click on **Move to Folder** option there.

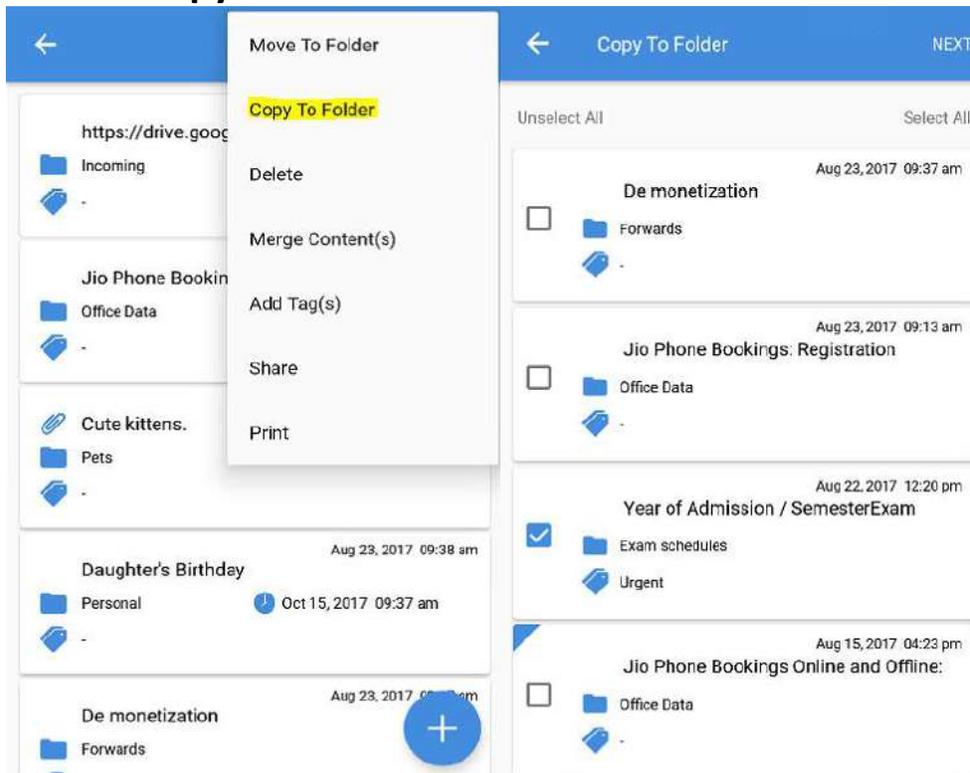


SocioRAC will ask you to choose the content which you want to move. **Select each content** you want to move (you can press on **Select All** to select all the content displayed) and click on **Next**.

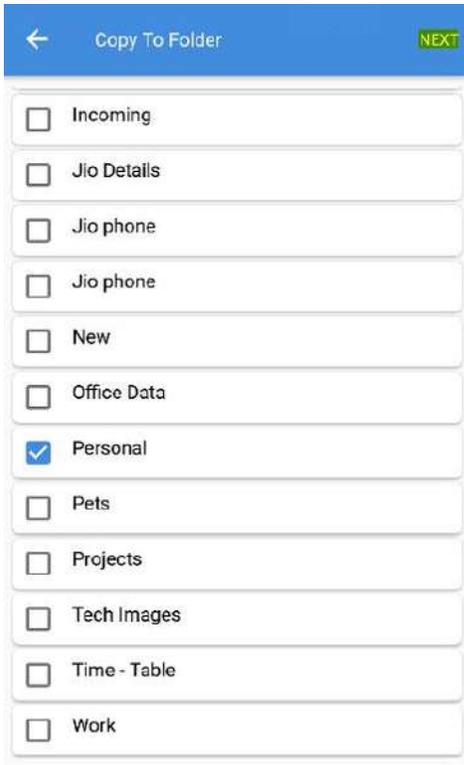


SocioRAC will ask you to **Select the folder** where you want to move your content. Select the folder and click on **Next**. You have moved your content successfully.

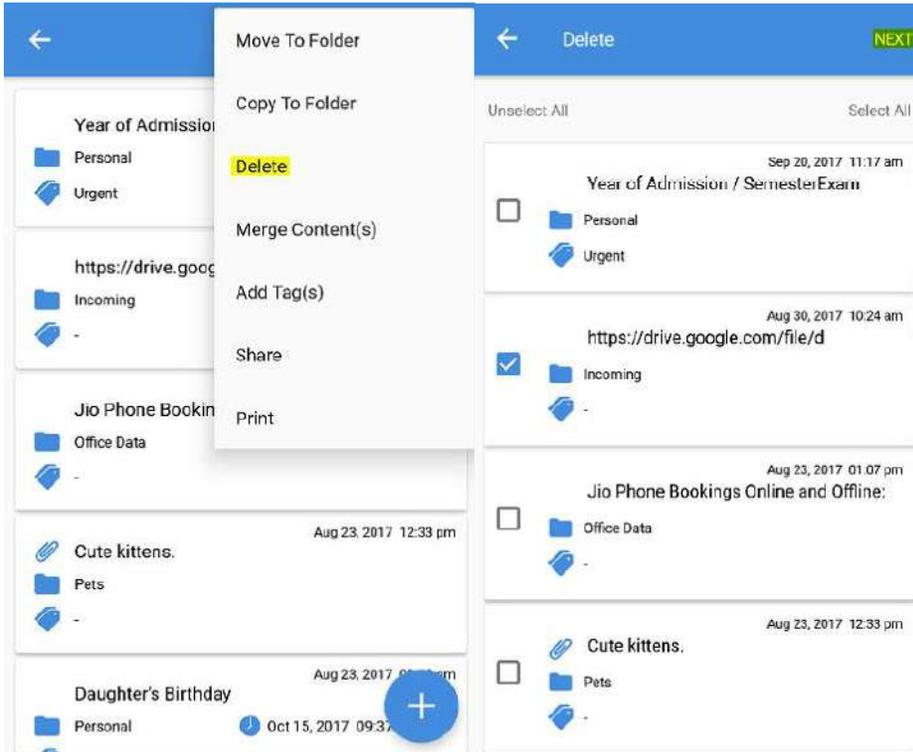
## How to Copy Content



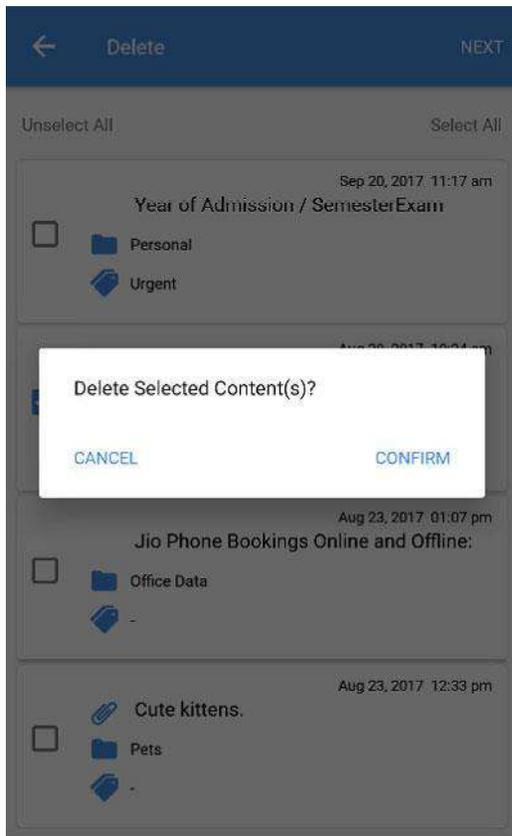
Like Move, go to the folder having the content you want to Copy (or find it on All Folder option). Click on the **Options** menu. Click on **Copy to Folder** option there. SocioRAC will ask you to choose the content which you want to copy. **Select each content** you want to copy (you can press on **Select All** to select all the content displayed) and click on **Next**. SocioRAC will ask you to **Select the folder** where you want to copy your content. Select the folder and click on **Next**. You have copied your content successfully.



## How to Delete Content?



Like Move and Copy, go to the folder having the content you want to Delete (or find it on All Folder option). Click on the **Options** menu. Click on **Delete** option there. SocioRAC will ask you to choose the content which you want to delete. **Select each content** you want to delete (you can press on **Select All** to select all the content displayed) and click on **Next**



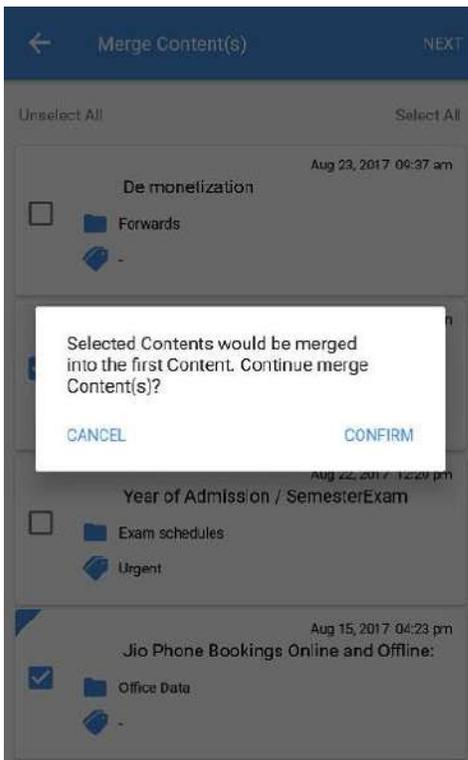
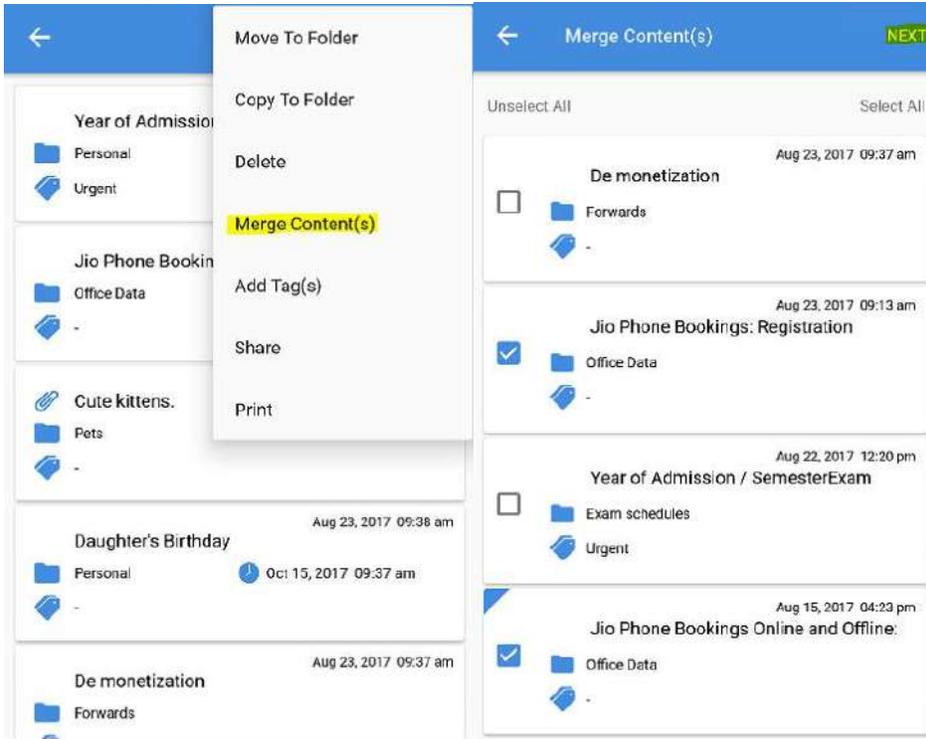
SocioRAC will ask you for the confirmation. Click on **Confirm**. You have successfully deleted the content.

**Please note Deleted content cannot be restored or recovered, so please be very careful what you delete.**

## How to Merge Content?

Like Move Copy and Delete, go to the folder having the content you want to Merge (or find it on All Folder option). Click on the **Options** menu. Click on **Merge Contents** option

there. SocioRAC will ask you to choose the content which you want to merge. Please make sure you select the content in the sequence you want in the merged content. **Select each content** you want to merge (you can press on **Select All** to select all the content displayed) and click on **Next**.



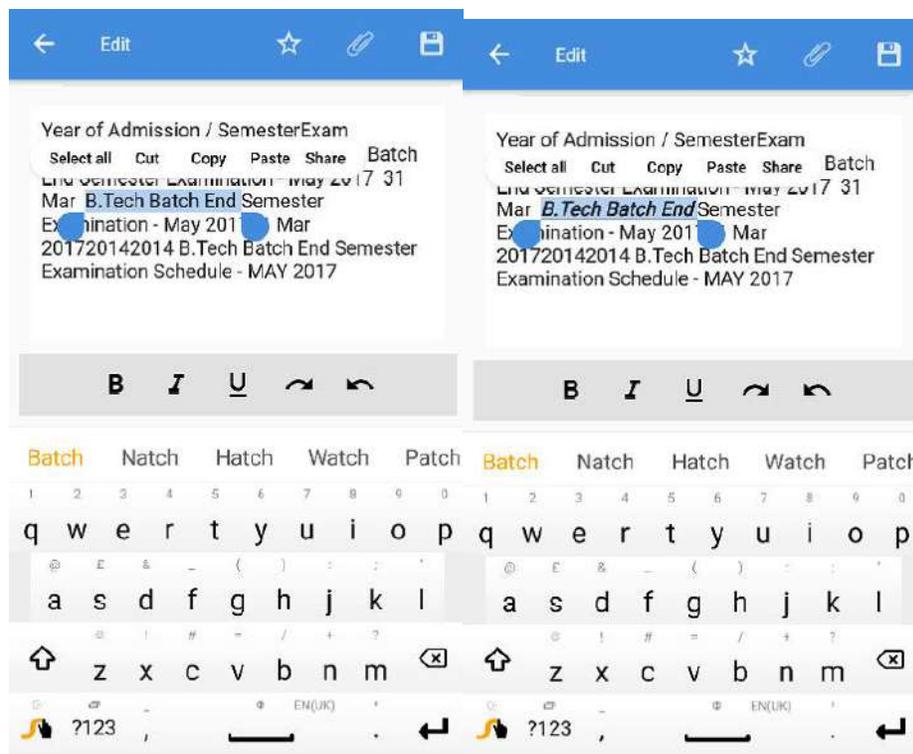
SocioRAC will ask you for the confirmation. Click on **Confirm**. All the chosen content will be merged into one consolidated note.

PLEASE NOTE THIS CANNOT BE REVERSED OR UNDONE SO BE VERY CAREFUL BEFORE USING THIS OPTION. Good idea could be to make copies of the notes you want to merge to prevent any mishaps.

## How to Format the content?

Please check video tutorial here

<https://youtu.be/OM4HA1rpAwk>



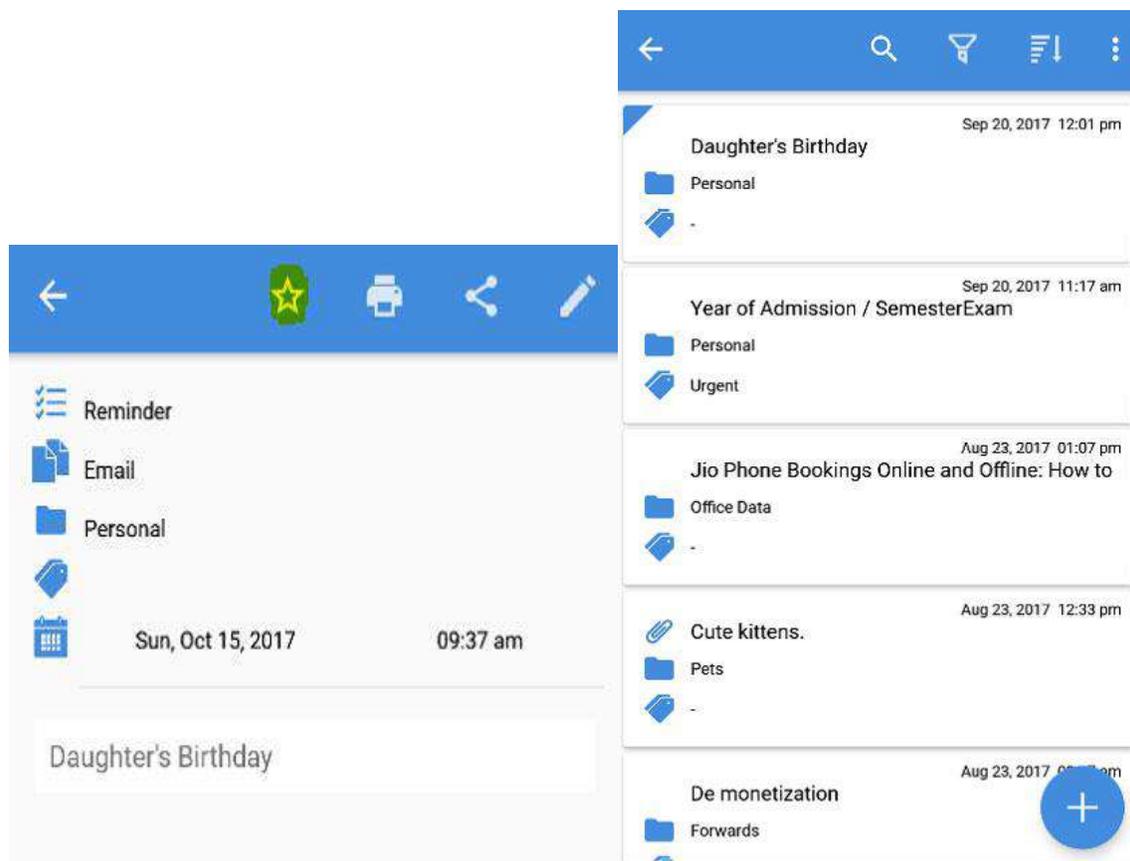
You can stylize the fonts such as **Bold**, **Italics** and **Underline** can be used for formatting the content. Moreover, SocioRAC also provides other editing features such as **Undo/Redo** and **Merge/Append**. Also, spell check is integrated to avoid spelling mistakes within the content.

## How to mark any content as a favorite?

Please check video tutorial here  
[https://youtu.be/XseUBIR43\\_U](https://youtu.be/XseUBIR43_U)

**SocioRAC** recently launched the new feature where users can star the important contents. The screen below shows you the use of the star feature.

Find the note (content) you want to mark, press **Edit**, press **Star**, press **Save** and then you are done. The note will be highlighted as shown below.



# Group Management

Please check video tutorial here

<https://www.youtube.com/watch?v=P9OUPc-3q8M>

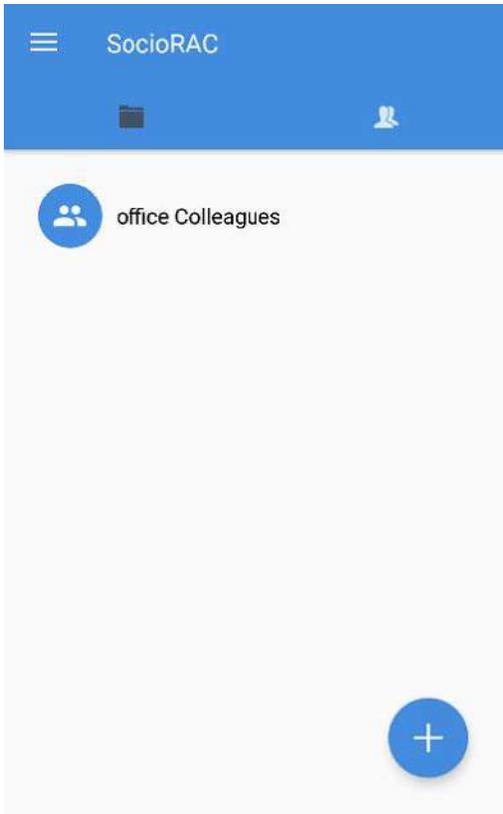
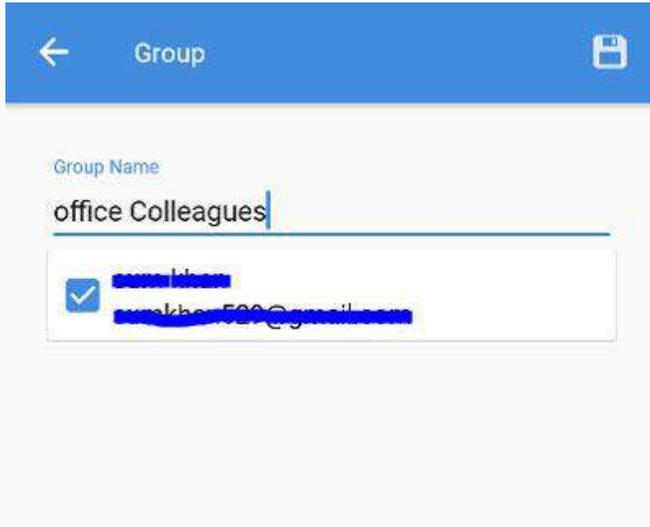
## How to create a group?

Please check video tutorial here

<https://youtu.be/ma6vOoAXi9g>

SocioRAC allows you to create a group of your contacts who use SocioRAC with whom you want to share content. You can make multiple groups for different kinds of contents and reasons. This is the way to create a group.

On the home screen (where you see the Folder names) press the **Group** icon and you will see a blank screen as shown in the image on the left side below. Press the **+ button** at the bottom right to create a new group. You will now see the screen on the right showing you a list of your **Contacts who use SocioRAC**. *(Please note - a contact will show as a SocioRAC user only if you have saved their registered email id with their contact info on your phone)*. You can **Select** the contacts to add to the group and give the group a name of your choice. Once done, you can save by pressing the **Save** button on the top right corner. You will then see the group name for display as shown in image 3 on next page.



## How to Add/Remove Members:

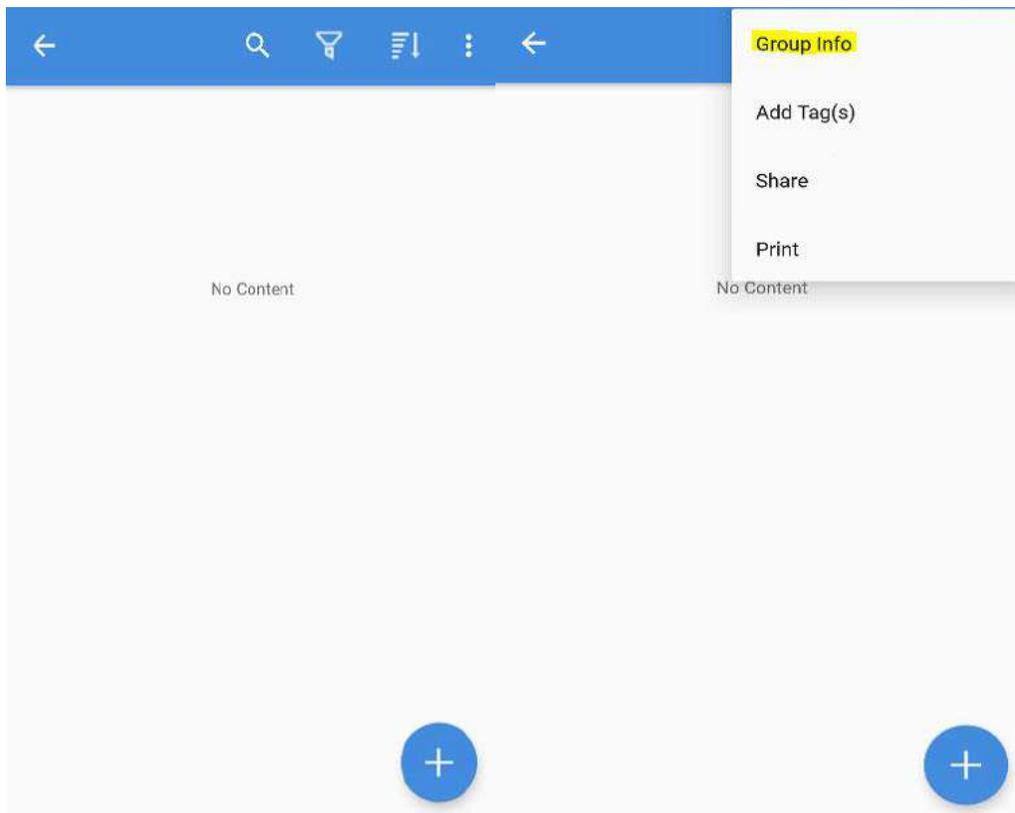
As shown above, we have created the group. But what if I don't know how to add or remove members? Here is a short guide to show you how to do that.

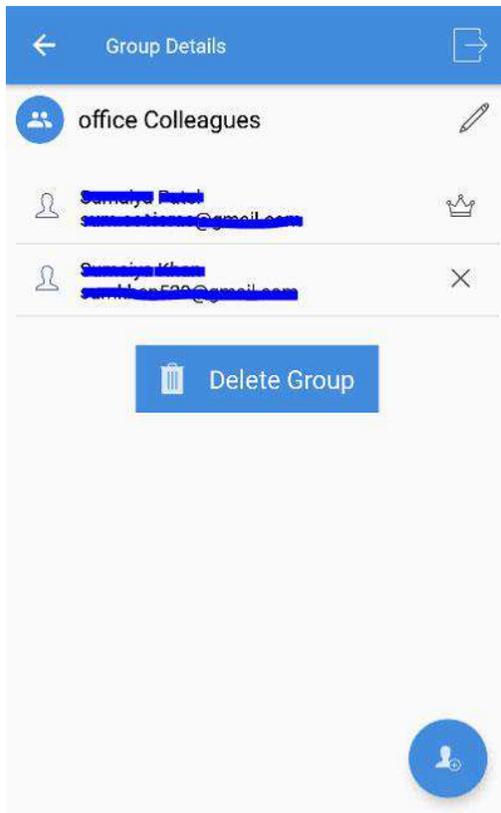
### Add members –

Select and open the group in which you want to add member(s).

As shown above, I have created a group named '**Office Colleagues**'. The above screen shows the group details. Now go to the upper right corner, Click on three dots. You will see -

Click '**Group Info**'.



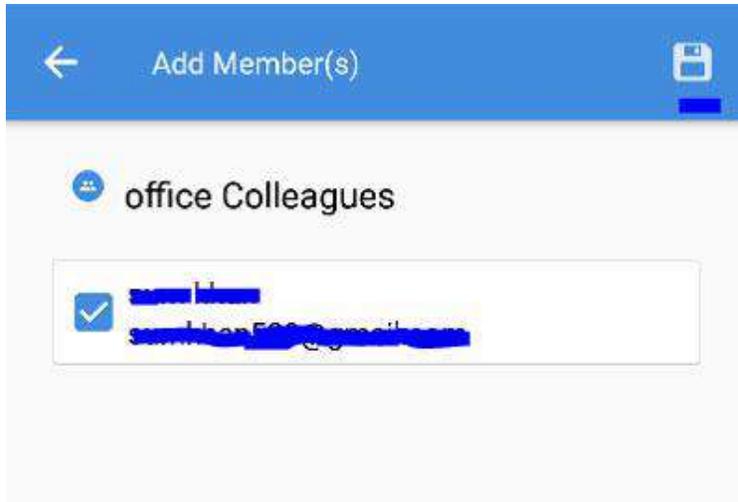


You will see the details of the group.

Please note that from here you can add members , Rename the group by clicking on the Edit button, Delete the group (if you are the admin of the group) by pressing the button on the top right corner and also leave the group by pressing the "X" next to your name.

Click on the icon on bottom right corner to add member(s).

You will get the list of your **Contacts who use SocioRAC**. Select the contacts whom you want to add. Once done click Upper Right corner to save.



You have successfully added the member and it is visible in the group info.

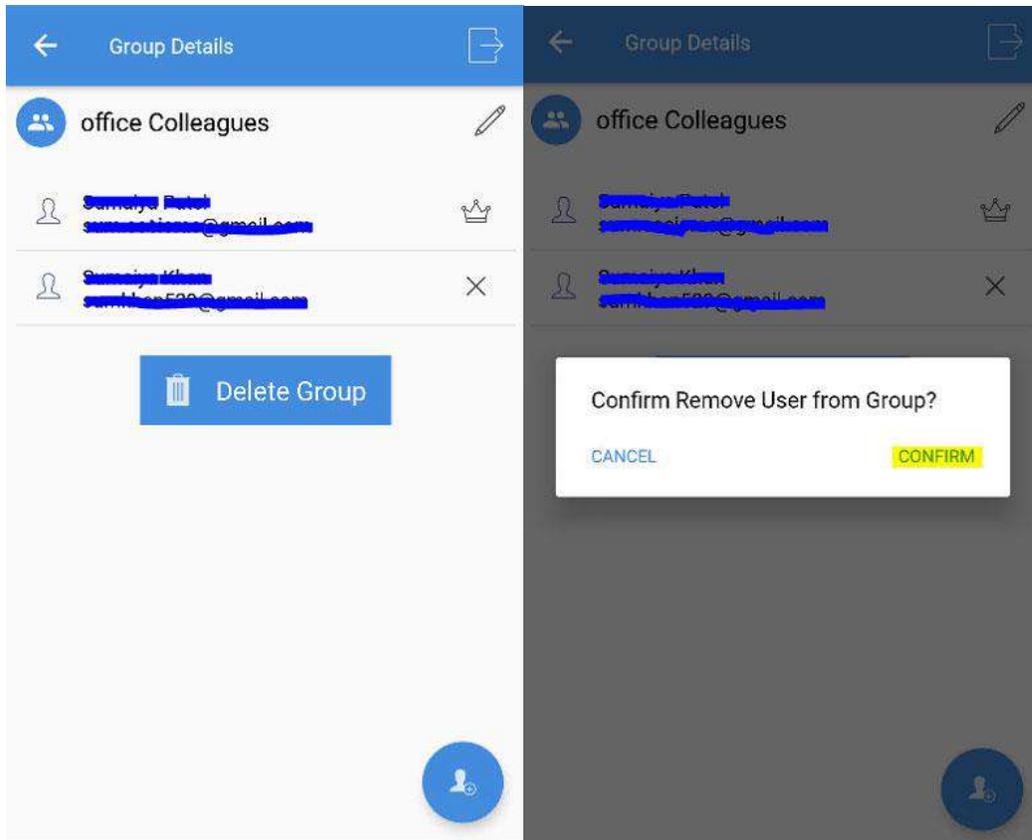
SocioRAC will send an Email to the user, whenever he/she will be added or removed from the group.

### **Remove Member(s):**

As shown above, Go to **'Group Details'**

You will see the group members list there.

Click on the "X" button (Highlighted in above image) for the member you want to remove.



Click **Confirm**. You have successfully removed the member.

## Print

Please check video tutorial here  
<https://youtu.be/3IHTYcSBee0>

You can Print the content or save the content as a pdf file. Click on the **Print** option as shown below. To choose what information is printed from each note, define it in the settings menu.

Navigation icons: back, star, printer, share, edit.

- Archive
- Email
- Exam schedules
- Urgent

Year of Admission / Semester Exam Schedule  
 Posted On [2016 B.Tech Batch End Semester Examination - May](#) [2017 31 Mar](#) [2017 B.Tech Batch End Semester Examination - May](#) [2017 31 Mar](#) [2017 B.Tech Batch End Semester Examination Schedule - MAY](#) [2017](#)

Save as PDF

Copies: 1 Paper Size: Letter

Add printer

**SocioRAC**

Source: SocioRAC  
 Paper: Exam schedules  
 Topic: Urgent  
 Content: Year of Admission / Semester Exam Schedule Posted On 2016 B.Tech Batch End Semester Examination - May 2017 31 Mar 2017 B.Tech Batch End Semester Examination - May 2017 31 Mar 2017 B.Tech Batch End Semester Examination Schedule - MAY 2017  
 Semester Exam Schedule - MAY 2017

1/1

Save as PDF

COPIES	PAPER SIZE
1	Letter
COLOUR	ORIENTATION
Colour	Portrait
Two-sided	PAGES
None	All 1

1/1

You can save the content as pdf file shown above. You can also change the **page size and mode**. Once you have a Wi-Fi printer set up with your phone, you can also **Print** the note on the printer directly without needing a computer etc.

You can select multiple contents to print by selecting the **Print** option from the side menu, (as you do for Move Copy Delete etc.) and then select multiple notes to print.

Now you are ready to Read IT, Retain IT, and Share IT.

## **SocioRAC IT**