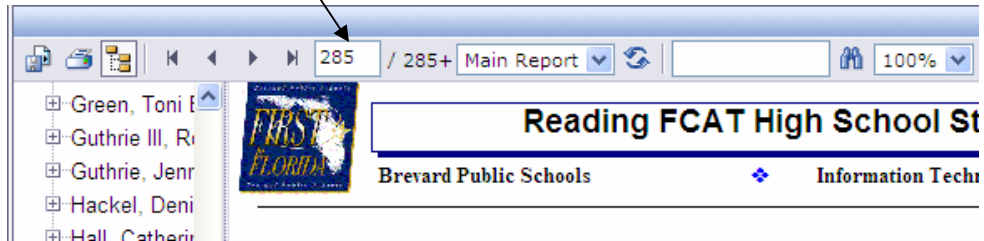


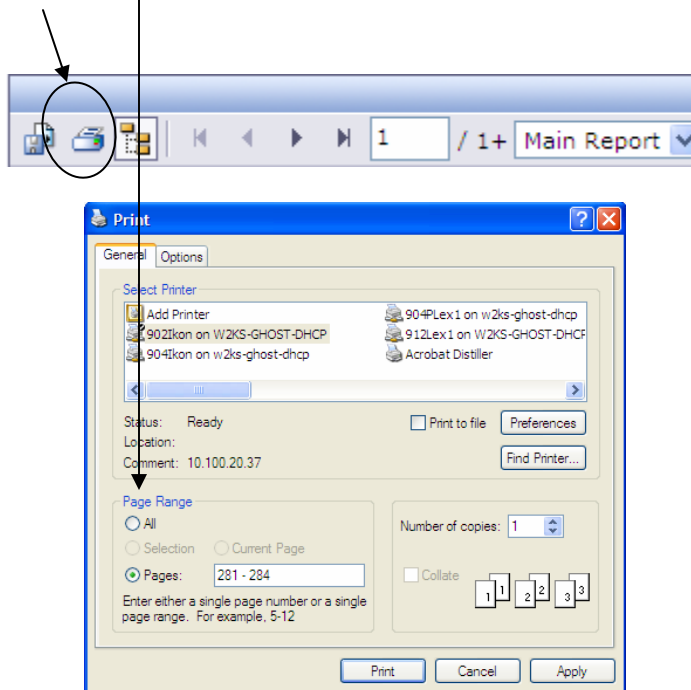
Printing Information

Before printing, you need to be aware of the number of pages that will print. The picture below shows that there are **285** pages in this particular report. It is highly unlikely you will need to print that number of pages! Use the page arrows to view previous pages and next pages to determine what pages you need to print.



Once you have determined the pages you need, click the print icon. Within the **Print** window, observe the **Page Range** section. Select the **Pages** option and type in a range of pages or numbers separated by commas. For example: 281 – 284 or 1, 2, 3. After making this selection, choose **Print**.

Always click the Print Icon to print reports



Please note: *Never* choose **File, Print** for printing **Student Desktop Data Systems** reports. This function prints from the browser view and will give you a distorted report. **Always** print by clicking the print icon from the report window.