

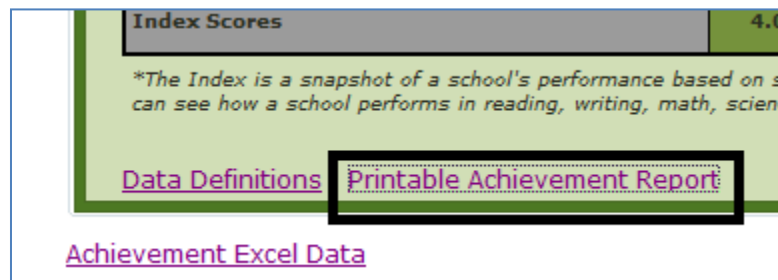
Washington State Achievement Index Report Printing Help

Overview:

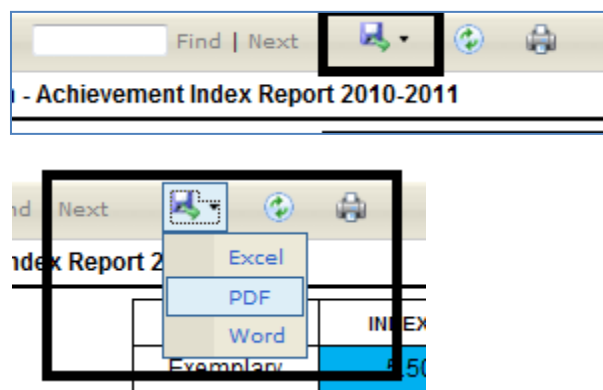
Clicking the “Printable Achievement Report” link located on the Achievement Index page will open a browser window displaying a report that can be exported into Word, Excel or .pdf formats.

Printing Steps:

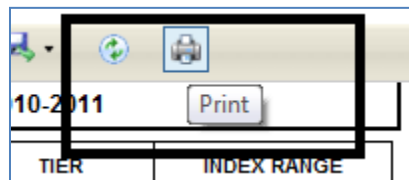
1. Click on the “Printable Achievement Report” link after selecting a school. This should open a new browser window displaying the Achievement Index Report.



2. For best results, click on the Save Icon, export to a pdf format, choose the “Open” option and then print the report. You will need Adobe Acrobat Reader or other pdf reader software installed.
 - a. Adobe Reader: <http://get.adobe.com/reader/>
 - b. Foxit Software: http://www.foxitsoftware.com/Secure_PDF_Reader/



3. Alternatively, you can use the built in Microsoft Reporting Printing functionality by clicking the print icon on the reports toolbar.
 - a. Note: You will need to install a Microsoft Active X client printing control. When you click the print icon a yellow bar should display, that when clicked, will install the necessary components. You only need to install the printing controls once.



4. The report can be printed using a color printer or a black and white printer.

Have additional Questions about printing?

Contact the Washington State Board of Education at:

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