

Tutorial

Objective: Printing Evaluation Results to a Word Document.

Step 1:

- a. Click the **Evals** icon.
- b. Choose the **Event** and the **Evaluation Form**.
- c. Click the **Results** tab. (Fig. A)

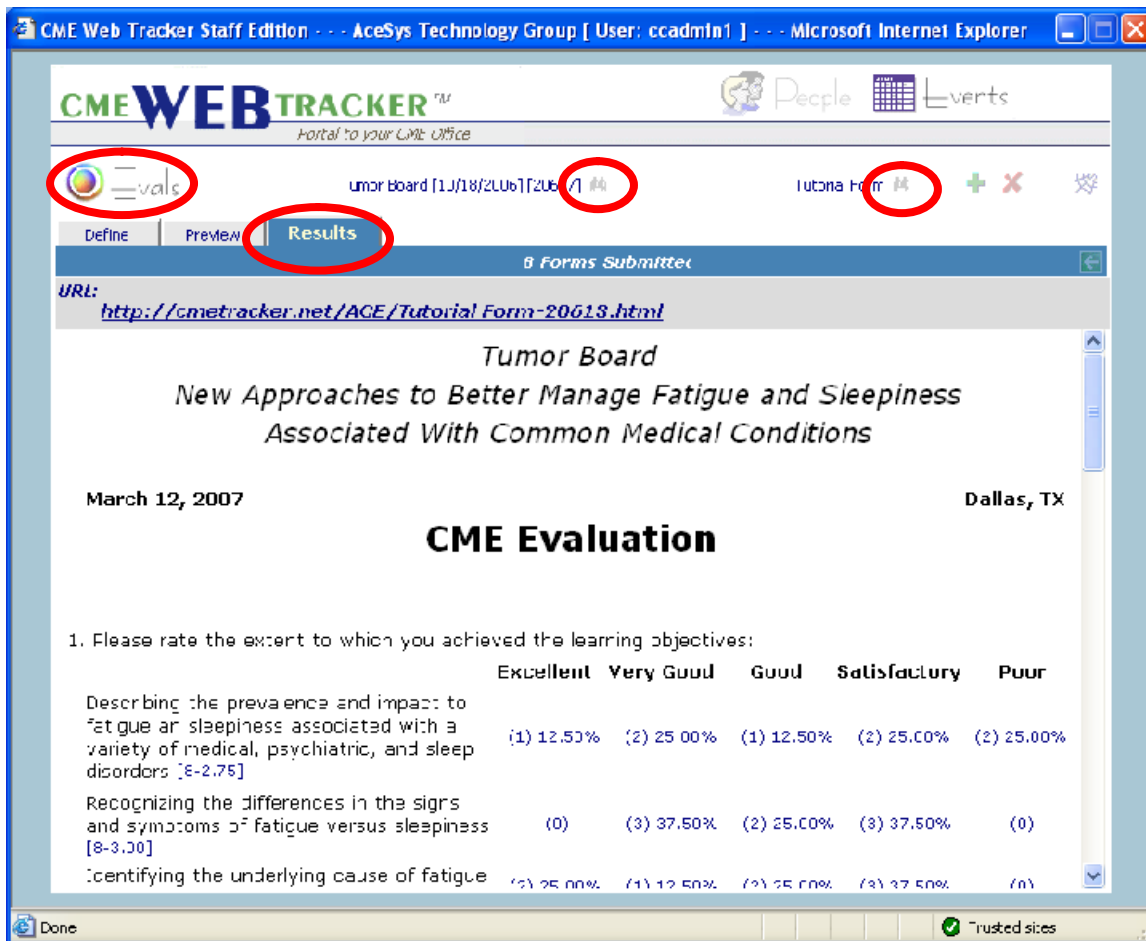


Fig. A

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Step 2:

- a. Right Click on the **Evaluation** background.
- b. Click **Select All**. (Fig. B)

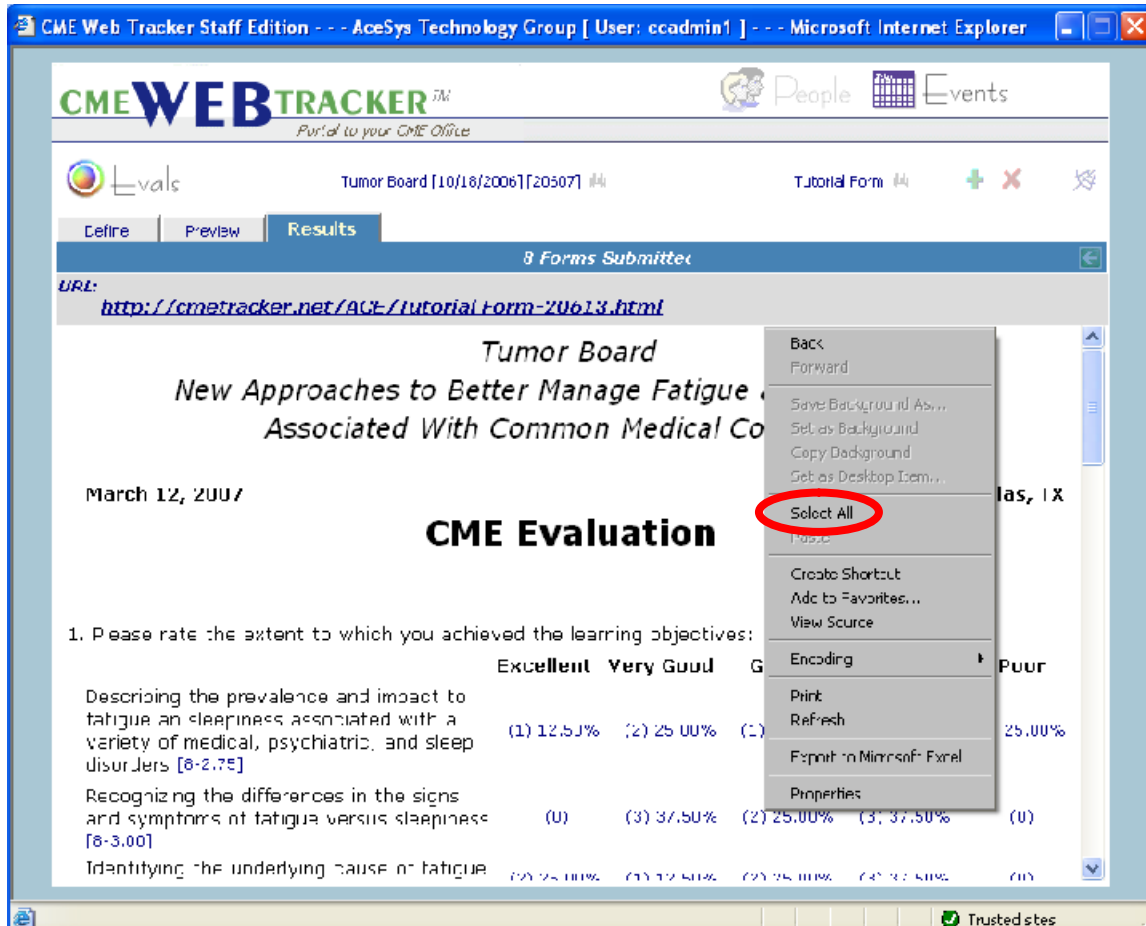


Fig. B

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Step 3:

- a. Right Click on the **Evaluation Background**.
- b. Click **Copy**. (Fig.C)

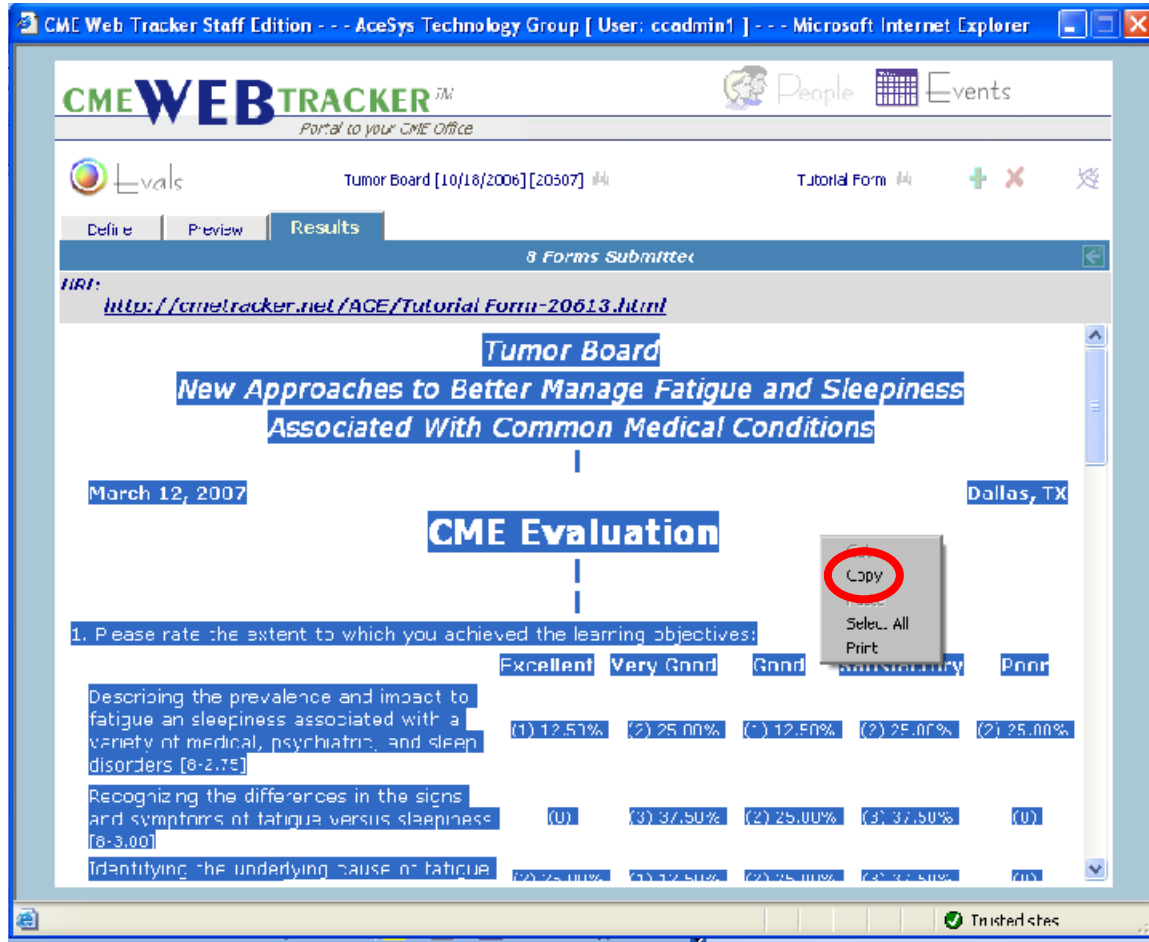


Fig. C

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Step 4: Open a New **Microsoft Word** document.

- a. Click **Edit**.
- b. Click **Paste**. (Fig. D)

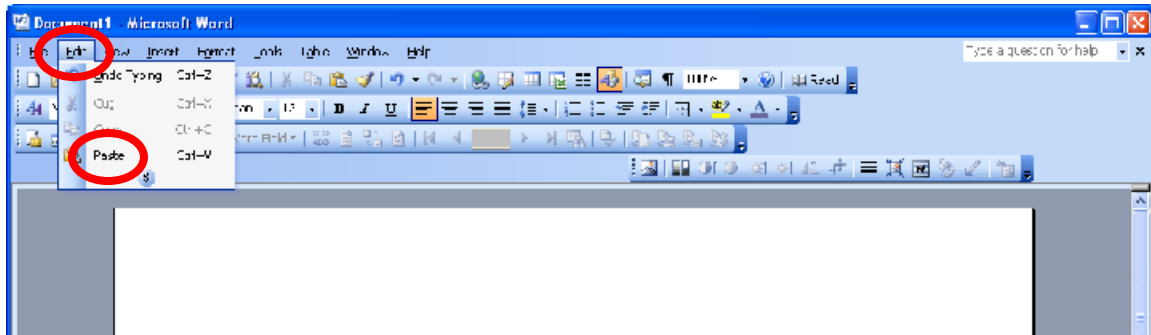


Fig. D

Step 5: You now have the Evaluation Results pasted in a Word Document.

- a. Click **Print**

Note: If Grid lines are showing, simply click **Table** and click **Hide Gridlines** from the dropdown menu. (Fig. E)

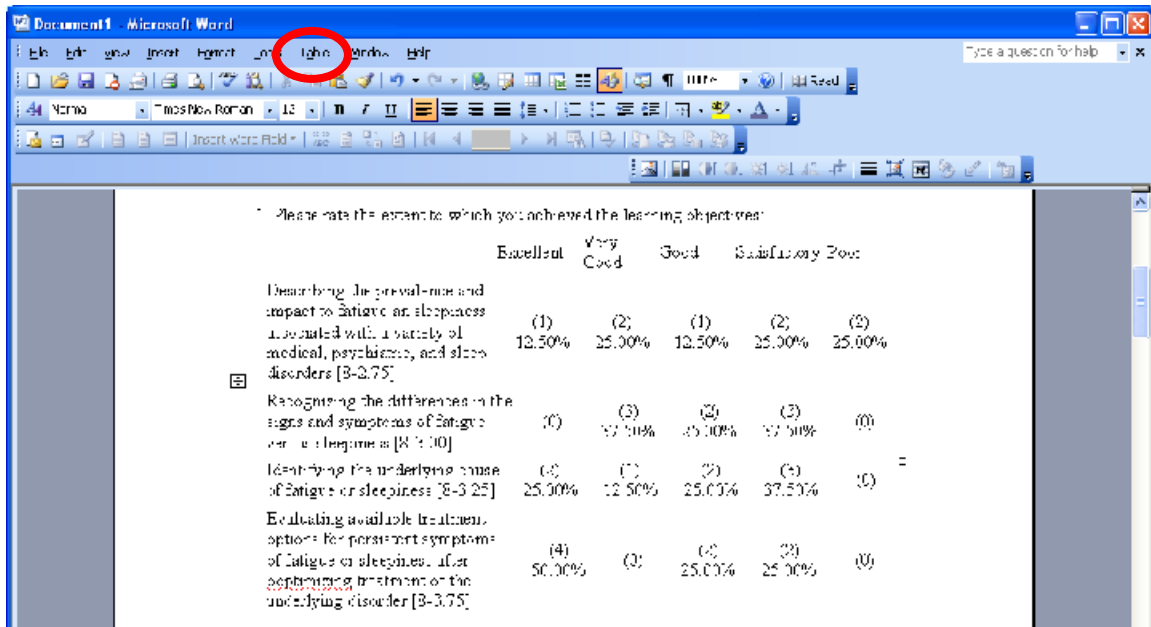


Fig. E