**Q:** Printing from my internet browser prints too small, too big, or cuts off at odd points. How can I get a printout that is correctly formatted?

**A:** MyData has its own Print functionality that can give you nicely formatted reports using Adobe Acrobat Reader. Follow these steps to print from MyData.

**Note**: Make sure your computer has Adobe Acrobat Reader installed. If you need to download this software, go to <u>www.adobe.com</u> for a free download.

Step #	Step	lcon/Link	Comments
1.	To print, scroll to the bottom of the report you wish to print and click on the <b>Print</b> link.	Ter 3: Missing 5+   Ter 2: Missing 3-4   Ter 1: Missing 1-2   On-Track     Display as: % Students     Grad Year   % Ter 3: Missing 1-2   % On-Track # of Students     2016   14%   5%   16%     2017   44%   20%   3%   5%     2018   7%   20%   3%   0%   37/41     2019   6%   12%   3%   0%   37/763     2019   6%   12%   3%   0%   37/763     Epoct	
2.	Click on <b>Printable PDF</b> that appears just below the Print link.	Print - Export Printable PDF Printagie HTML	A PDF document will open in a new tab in your web browser.
3.	Click the printer icon located on the top right corner of your web browser.	<b>e</b>	This will open the print dialog box.
	In the print dialog box, you may have options for number of copies, page orientation, or print range. Once all your settings are verified, click <b>OK</b> to print.	Print   Pinter   Name: E1002187C21CF8   Status: Ready   Type: Lexnark C730 Series PS3   Where: Default Location   Comment: Print to file   Phint range Copies:   © All Number of copies:   ① Pages from: 123   ① Selection OK	



Print