

TIPS AND TRICKS FROM YOUR CLASSIFIED CO-WORKERS

Printing ARs:

Bring up the a/r in WINS

Go to **FILE, Print Preview**, then click the drop down box and highlight “**all frames individually**” (instead of the default “as laid out on screen”), **close**.

Go to **File, Print**, then under **preferences** you can choose to print **2 pages per sheet** (depending on printer). I can do two page per sheet two sided. It will automatically print the document without the headers and other stuff that shows up on the browser area. Page 3 is actually the first page, so if you just want to print selected pages, you can figure them out yourself, the page numbers that show up aren't correct.

Printing ARs (Multiples):

Enter multiple students on the Request Detail page. Select process Request. Instead of selecting print from the Report Results page return to the Request Detail page and Select print. This will print all of the ARs for the students listed.



can be used to download the “grid” to Excel.