


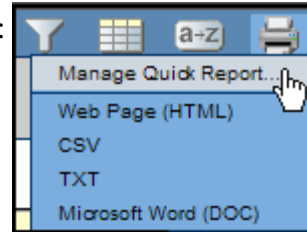


# QUICK PRINT

X2 offers a Quick Print option most of its screens. It is a fast, convenient way of quickly producing the data you see on the screen in front of you without going through the steps of the Quick Report Wizard.

- Go to the Top Tab of the page containing the type of data you want to report on.
- Select the students you want to report on or choose a filter .
- Select the Field Set containing the data you want .
- Click the **Printer** icon  in the menu bar. The menu expands:



Choose from one of the following format options. Note, whichever option you choose, the data will appear on your screen in a new window, you will have to go to File and choose print :

- **Web Page (HTML):** Brings up the information in an HTML file. You cannot work with the data any more at this point. When you choose to print it, it will appear as you see it on the screen.
- **CSV:** Brings up the information on your screen in Excel. In that format, you can sort and format the data like any other Excel spreadsheet. To save it please choose File – Save As and then change the file type to excel {see diagram below}.
- **TXT:** to view the information in a text file that separates each field with a comma. If saved, the file will have a .TXT extension.

**Note:** CSV & TXT are both comma-separated values formats and create identical files; the only difference is the file extension. Your machine may handle the two files differently depending on the individual settings on your computer.

- **Microsoft Word (DOC):** to view the information in a Word document. The data appears in a table, which has all the available options for borders and shading.

\* You will have to experiment to see which formats suit you the best for any given situation.

## Save As . . . Instructions

- Go to file and choose *Save As . . .*
- When the dialog box opens choose a name.
- Click the dropdown arrow and change the *Save as type* to Microsoft Office Excel Workbook
- Click *Save*.

