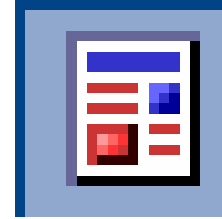
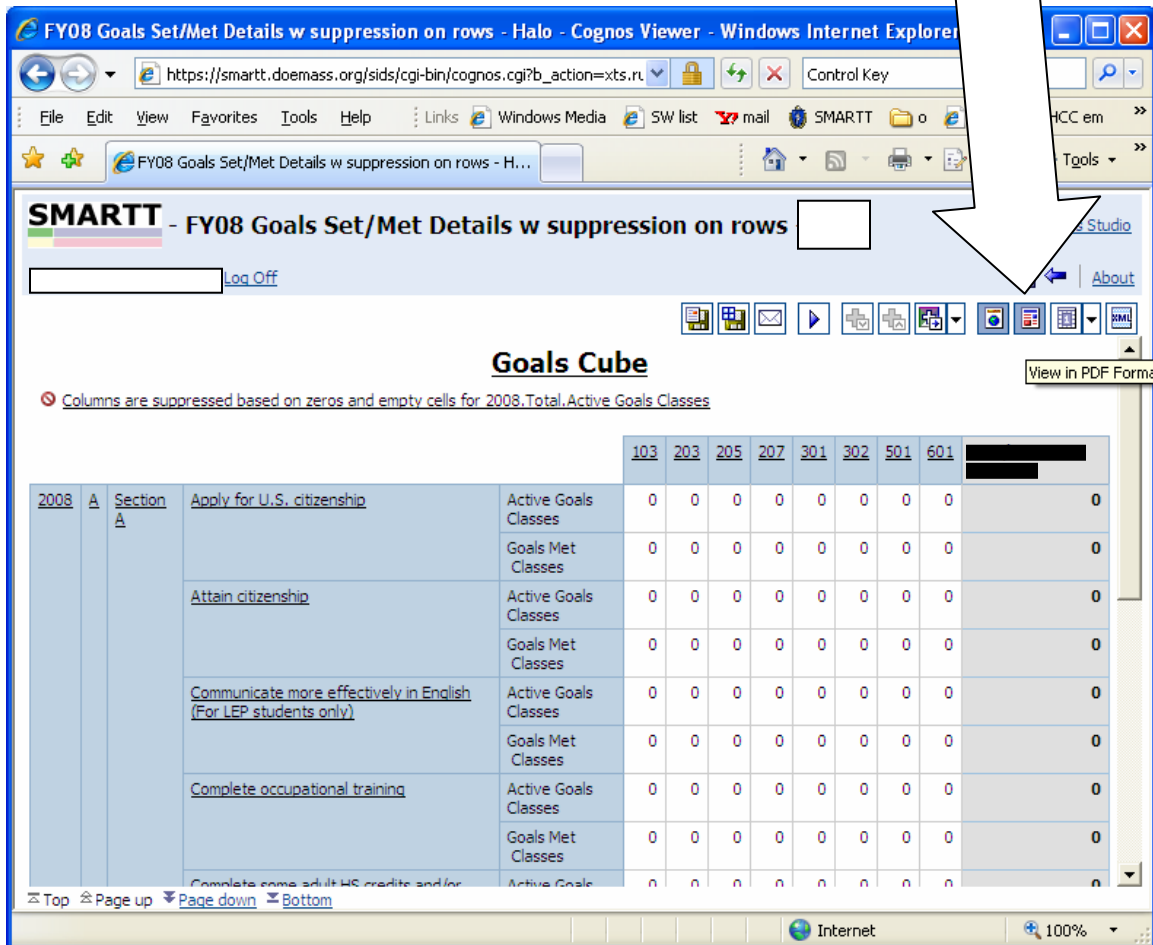


# How To Print as PDF

From an open report:



## 1. Select 'View in PDF Format' Icon



The screenshot shows a web browser window titled "FY08 Goals Set/Met Details w suppression on rows - Halo - Cognos Viewer - Windows Internet Explorer". The address bar shows the URL: [https://smartt.doemass.org/sids/cgi-bin/cognos.cgi?b\\_action=xts.r](https://smartt.doemass.org/sids/cgi-bin/cognos.cgi?b_action=xts.r). The page title is "SMARTT - FY08 Goals Set/Met Details w suppression on rows". The main content area is titled "Goals Cube" and contains a table with columns for years (2008) and various goal categories. A toolbar at the bottom right of the report area includes a "View in PDF Format" icon, which is highlighted by a white arrow.

				103	203	205	207	301	302	501	601	
2008	A	Section A	Apply for U.S. citizenship	Active Goals Classes	0	0	0	0	0	0	0	0
				Goals Met Classes	0	0	0	0	0	0	0	0
			Attain citizenship	Active Goals Classes	0	0	0	0	0	0	0	0
				Goals Met Classes	0	0	0	0	0	0	0	0
			Communicate more effectively in English (For LEP students only)	Active Goals Classes	0	0	0	0	0	0	0	0
				Goals Met Classes	0	0	0	0	0	0	0	0
			Complete occupational training	Active Goals Classes	0	0	0	0	0	0	0	0
				Goals Met Classes	0	0	0	0	0	0	0	0
			Complete some adult HS credits and/or	Active Goals	0	0	0	0	0	0	0	0

## 2. Hold the Control Key Down.



For Some reason this helps override nefarious pop-up blockers. It's magic.

## 3. Save and/or Print the PDF.