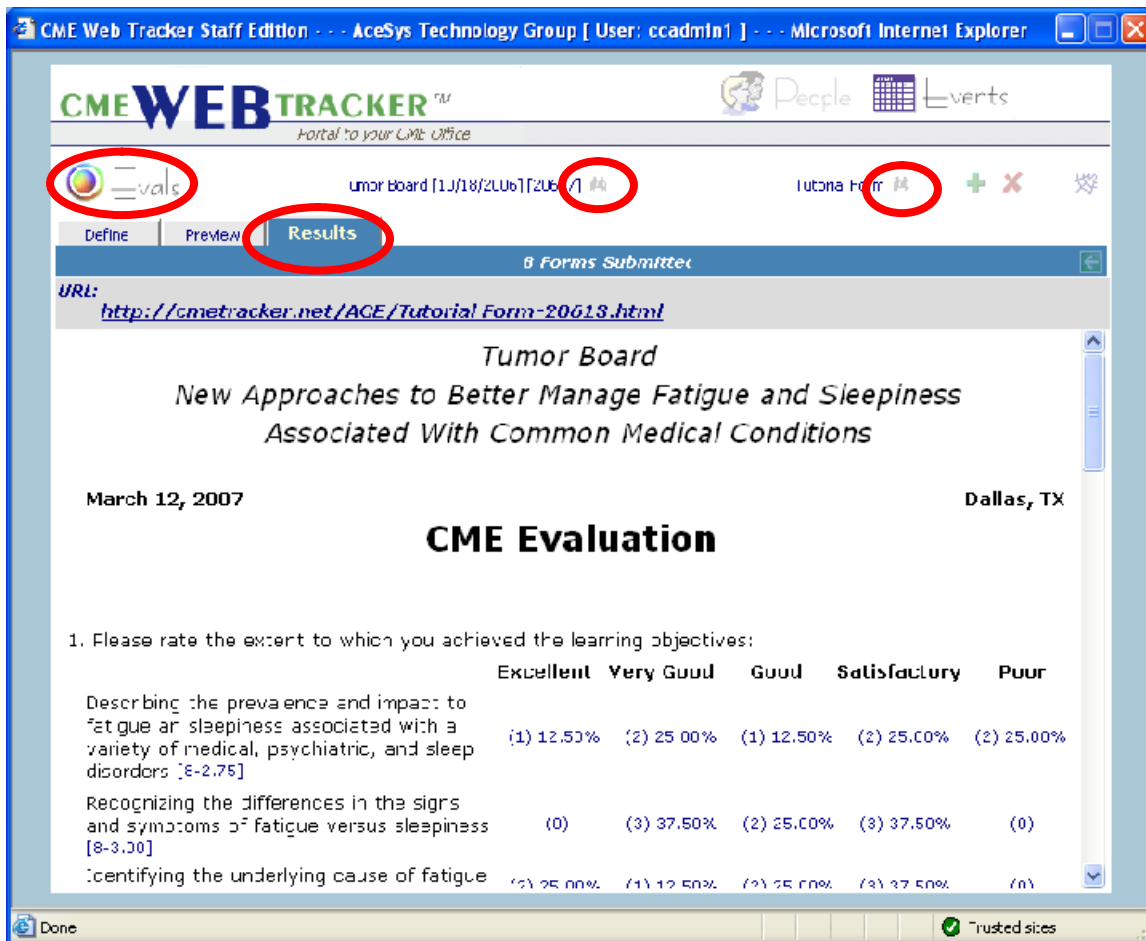


# Tutorial

**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)

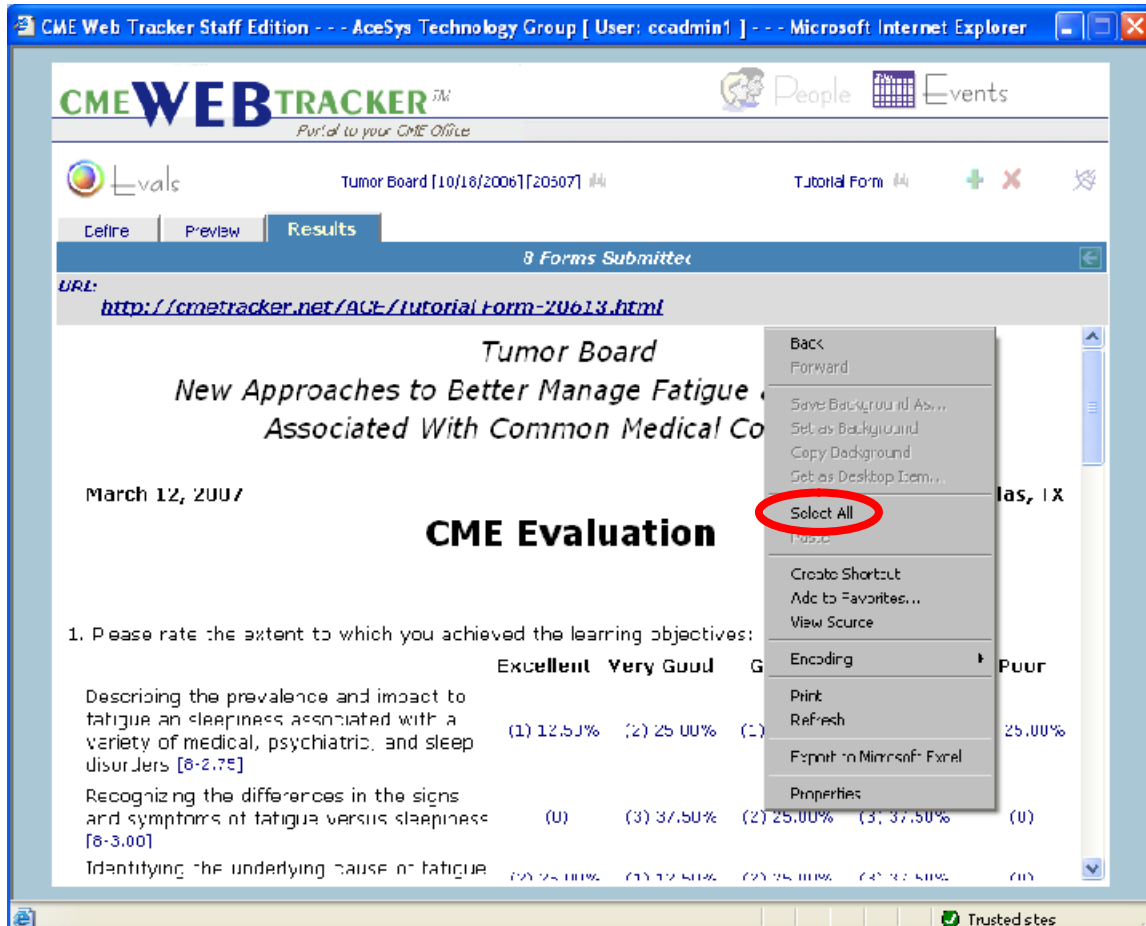


**Fig. A**

# Tutorial

**Step 2:**

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

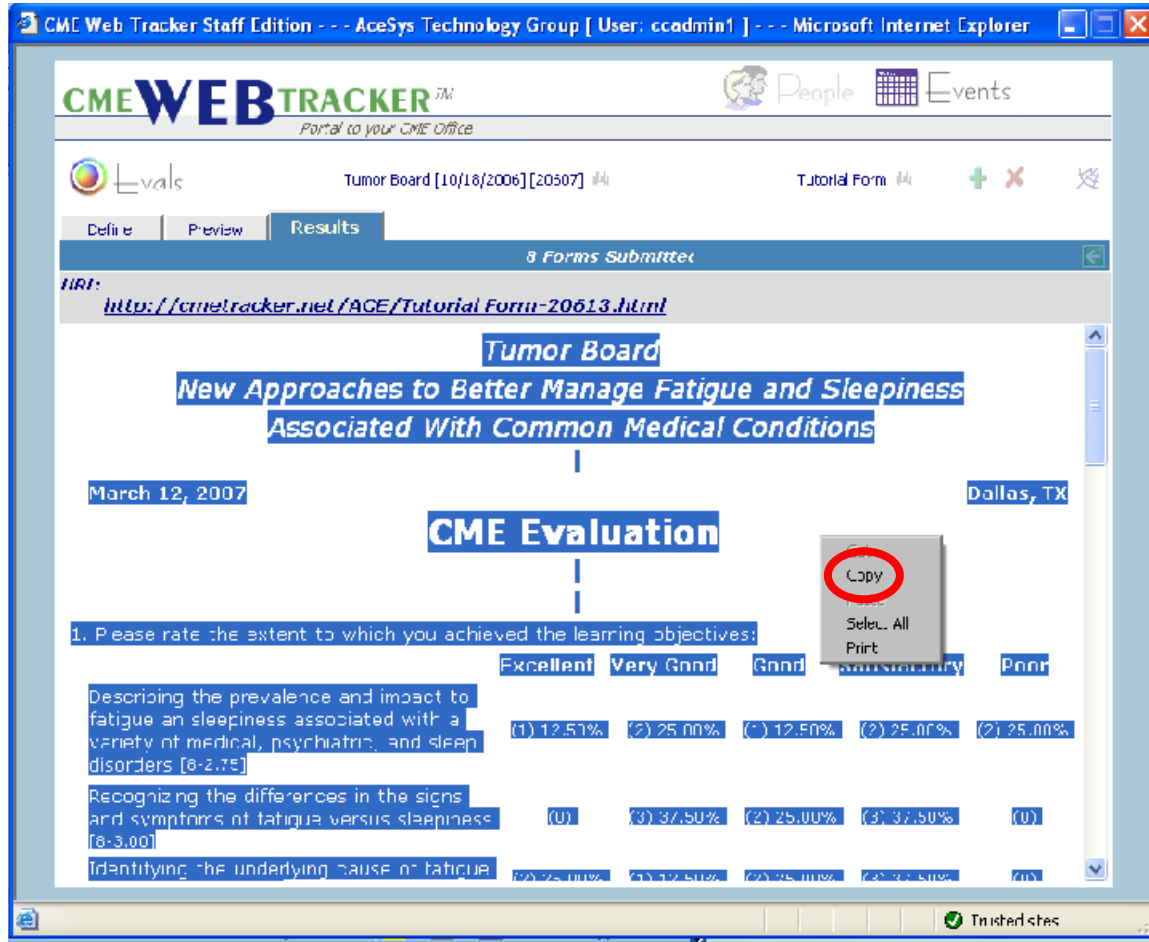


**Fig. B**

# Tutorial

**Step 3:**

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

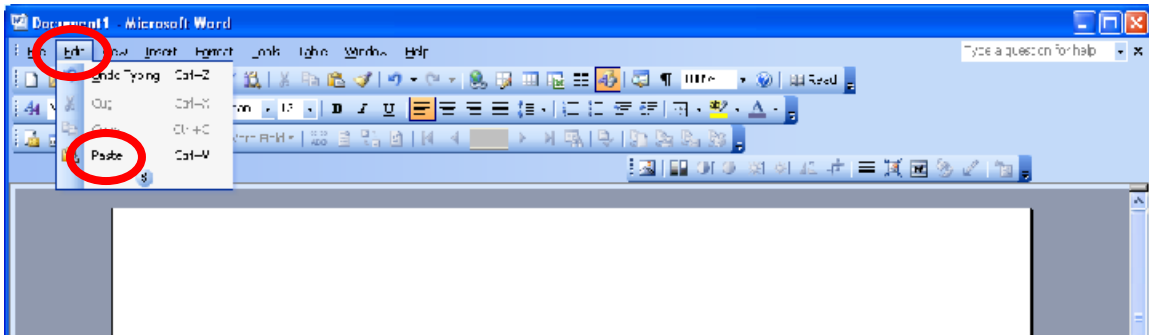


**Fig. C**

# Tutorial

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

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

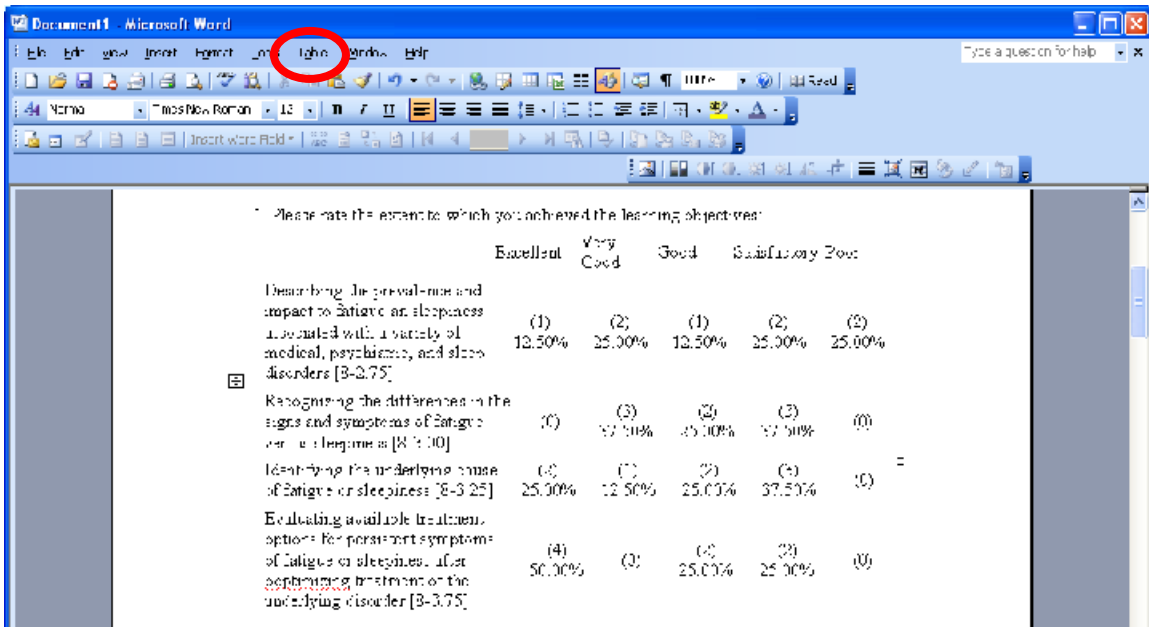


**Fig. D**

**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**