

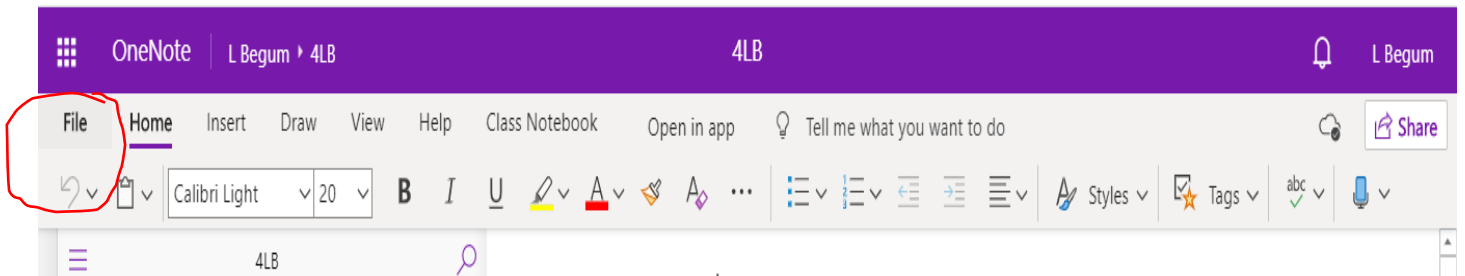
Printing your child's reports

You may like to print your child's report for your records as you will not be receiving a printed copy this year.

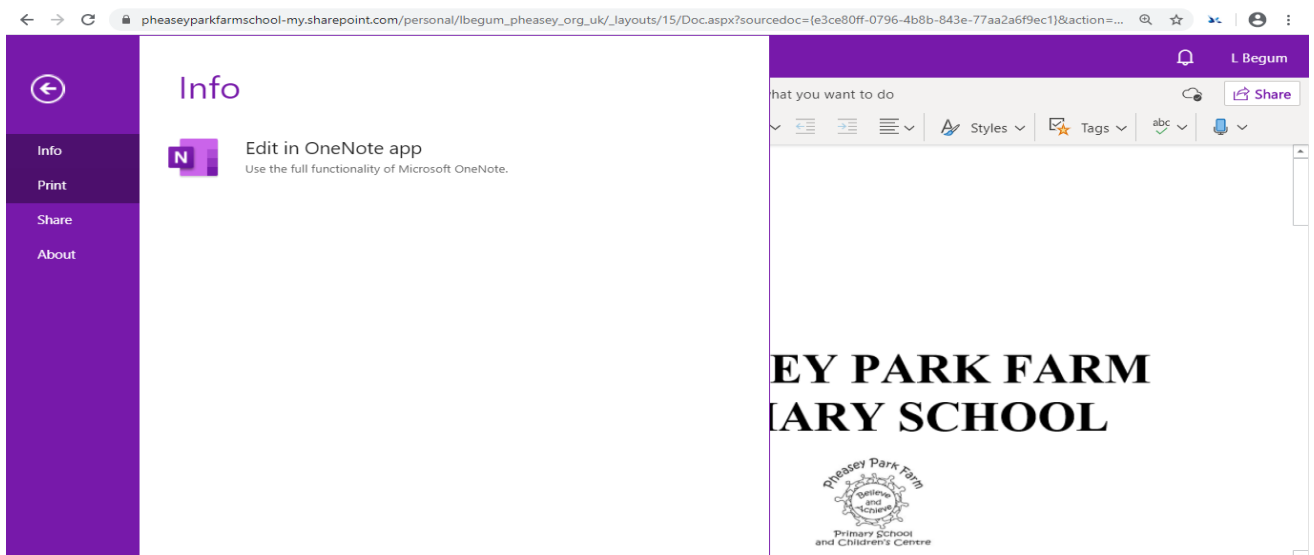
There are two ways that you could print your child's report.

1. Printing from Microsoft One Note.

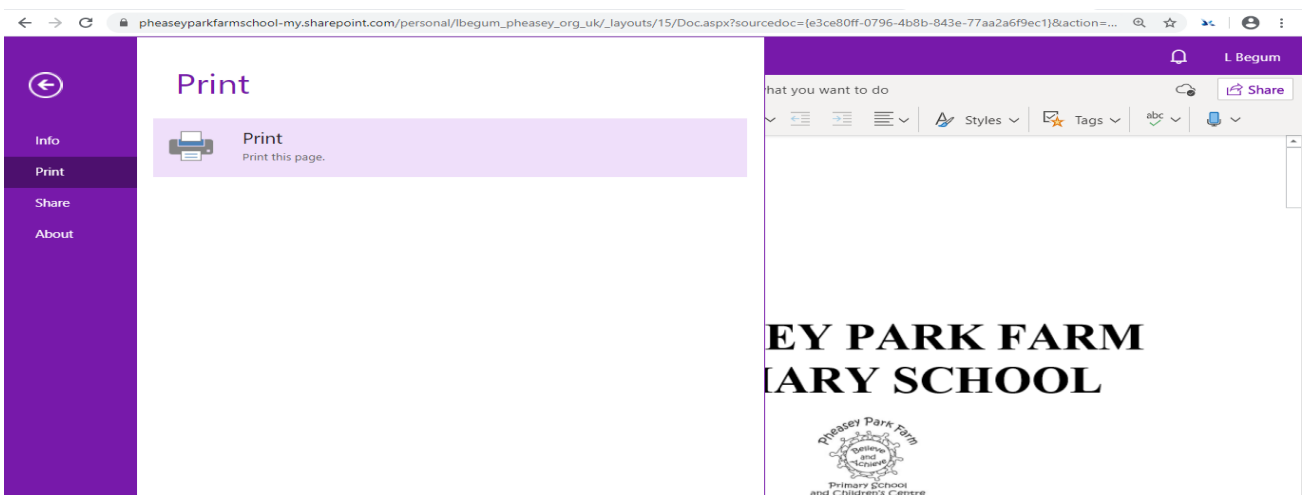
From the toolbar at the top, select 'file.'



A box will appear, click on, 'print.'



Select, 'Print'.

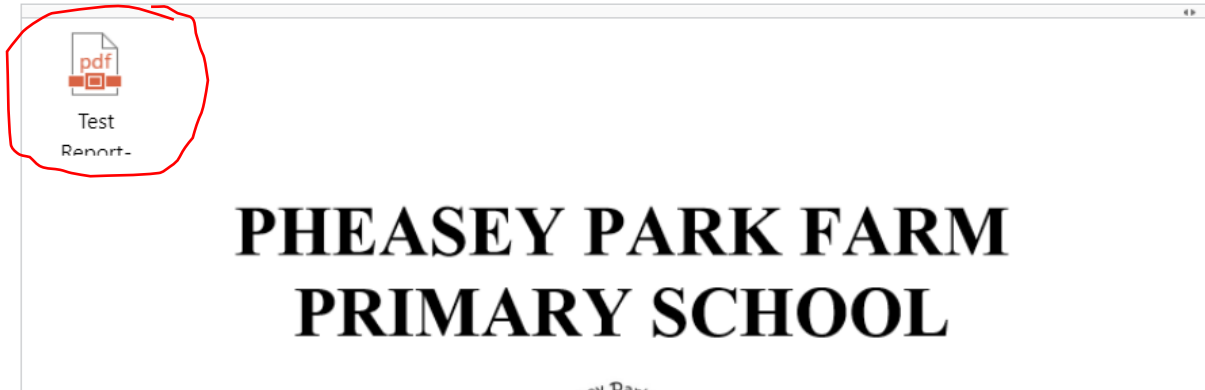


Finally, select your printer and click on, 'print.'

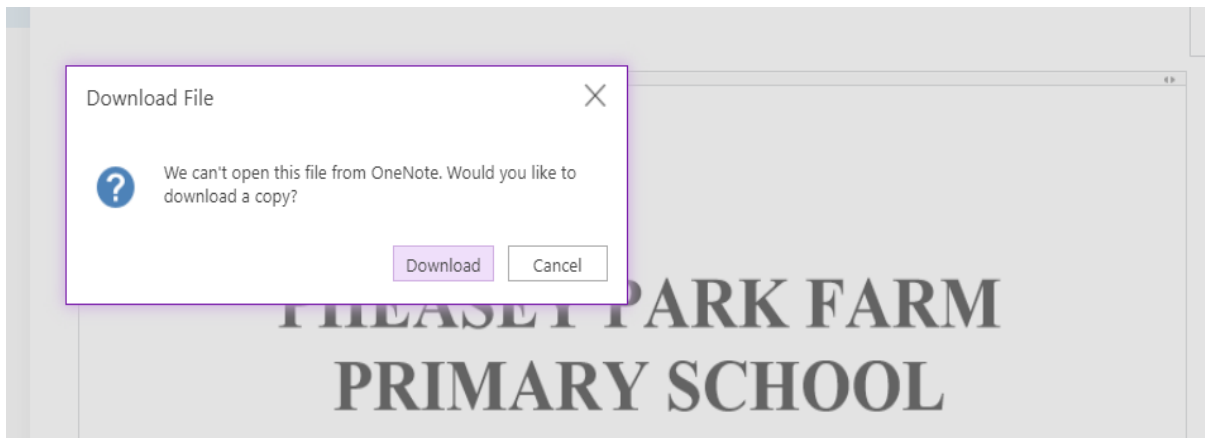
2. Printing as a PDF

On the section where you can see the report, you will see a PDF file.

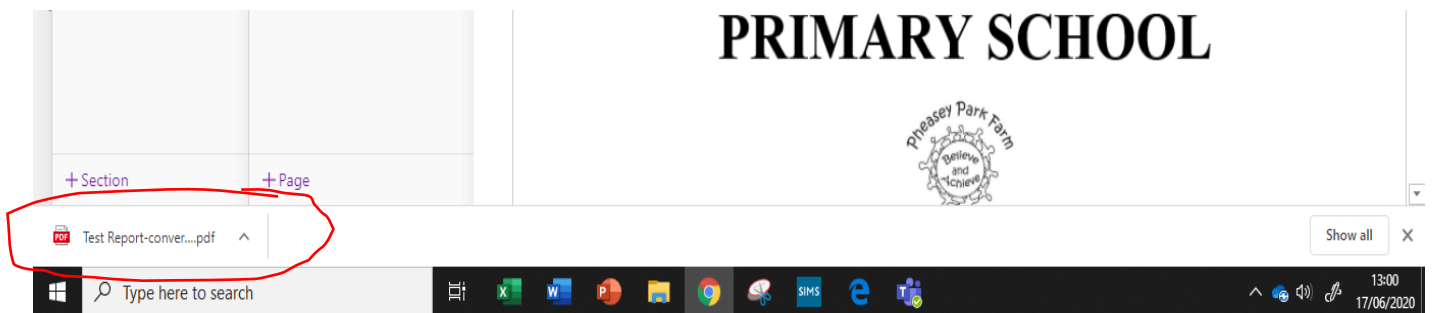
Double click on the PDF file.



A box will appear, click on, 'download.'



The file will begin to download and once it is complete, it will appear at the bottom of your screen.



Click on the file and it will open in a new tab.

On this page, select 'print' using the icons.


Test Report-converted.p

file:///C:/Users/lbegum/OneDrive%20-%20Pheasey%20Park%20Farm%20School/Desktop/Test%20Report-converted.pdf

1 of 2

Fit to page Page view Read aloud Add notes

**PHEASEY PARK FARM
PRIMARY SCHOOL**



END OF YEAR REPORT

FOR

CLASS/YEAR GROUP (KS1/2)

Finally, select your printer and click on, 'print.'