How to Print Student Reports in SilhouetteELAR 4

(MacOS)

One at a time Printing or Batch Print

One at a time Printing: You can access the printing section of SilhouetteELAR from within each student's report and then print just that student's report
OR
Batch Print: you can choose to **Batch Print** some or all of the student reports in a folder

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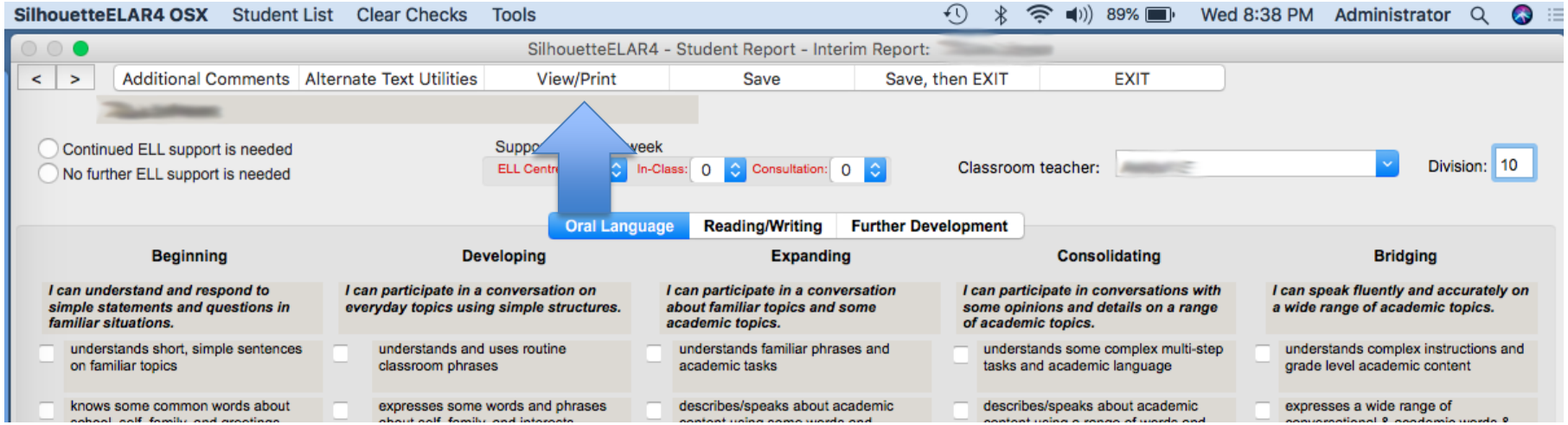
One at a time Printing

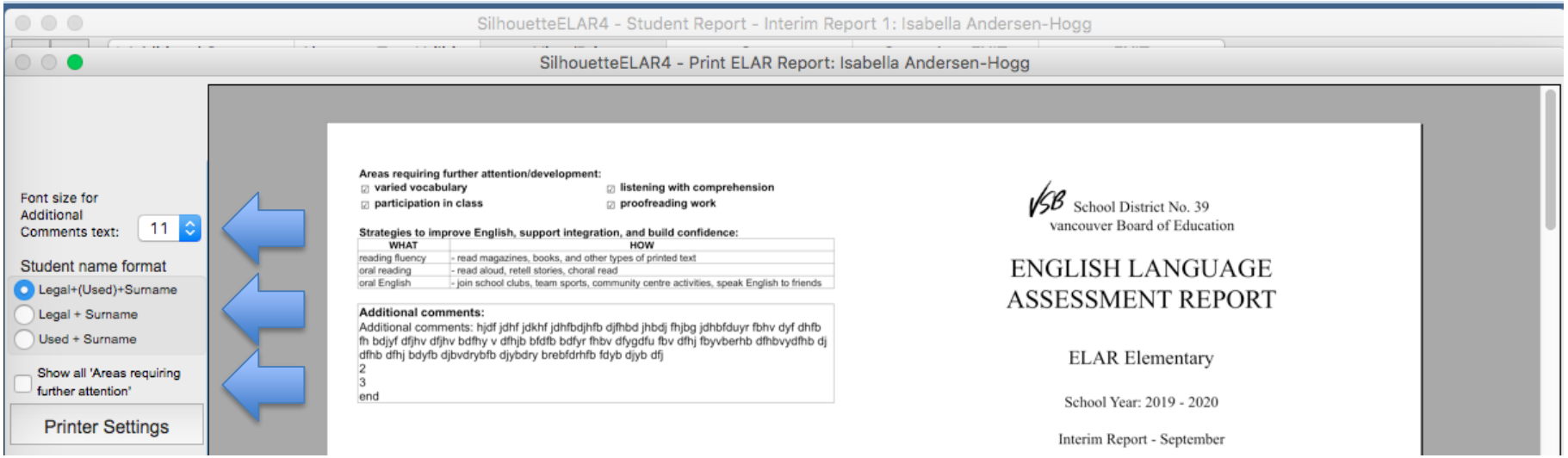
When editing a student's report, you can click on the **View/Print** button just to take a look or to print the report if it is complete.



When you click on **View/Print**, the report is first automatically saved, and then you are brought to the print window showing a preview of the front and back pages of the report.

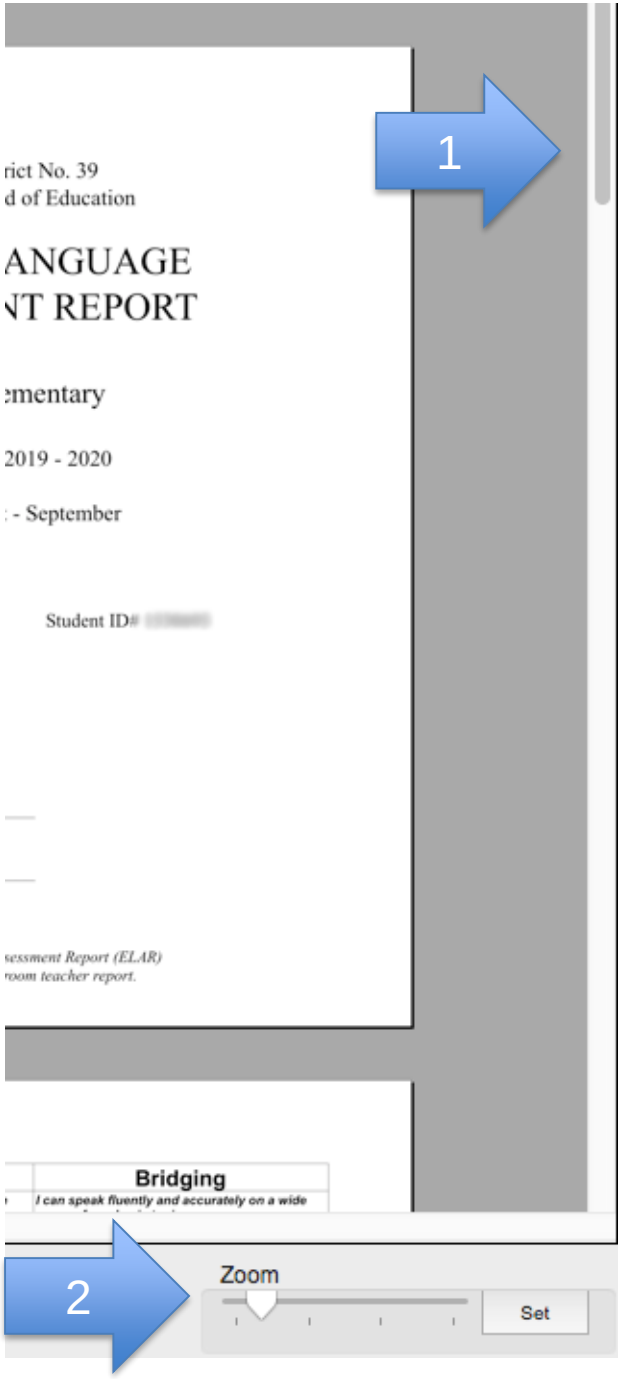
Points about four items in the left column:

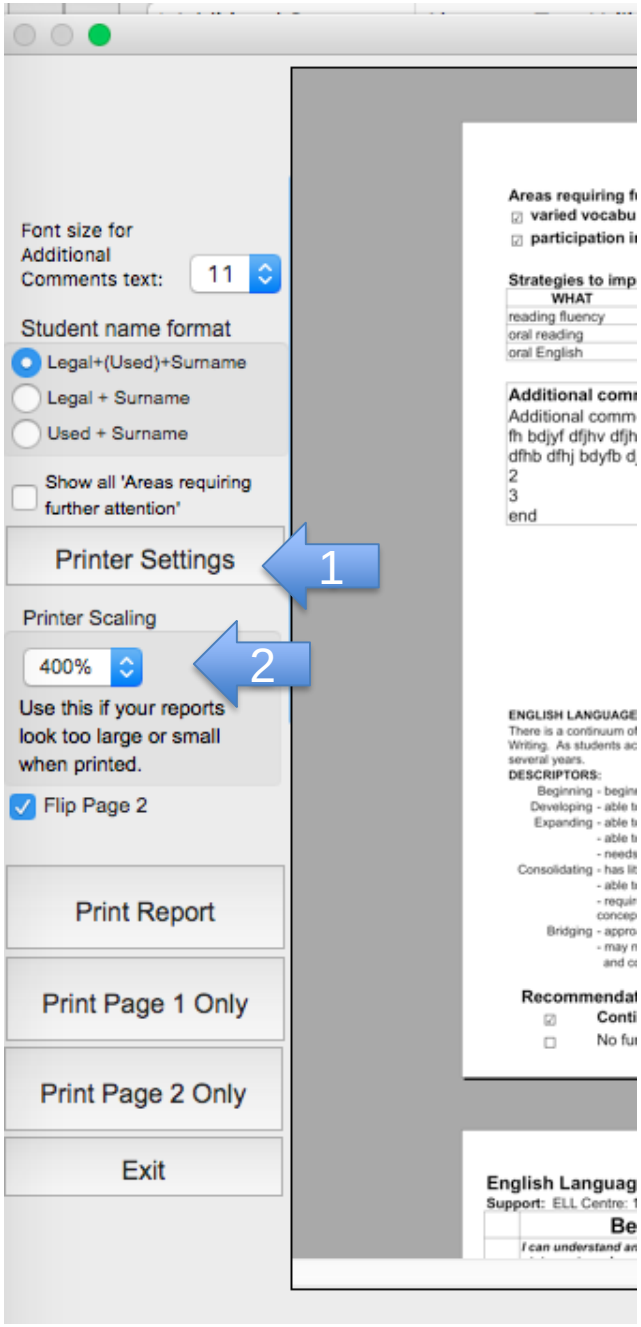
- Note that the **Font size for Additional Comments** text applies only to your additional comments. You cannot change the font size on the rest of the report.
- Student name format: This being a legal document, in most cases, the student's legal first name should appear on the front page. If the **Used Name** is the same as the **Legal Name** then it will not appear in parentheses.
- **Show all 'Areas requiring further attention':** By default, only the **Areas requiring further attention** that you have checked for this student will be printed on the report. However, you can use this option to have **all** the areas printed, some checked and the rest unchecked.



1. To view page 2 in the preview, simply drag the preview image up, **or** use the slider on the right edge of the preview to slide down.

2. To change magnification, use the zoom slide at the bottom right of the window. Click the **SET** button to save the current zoom level as default



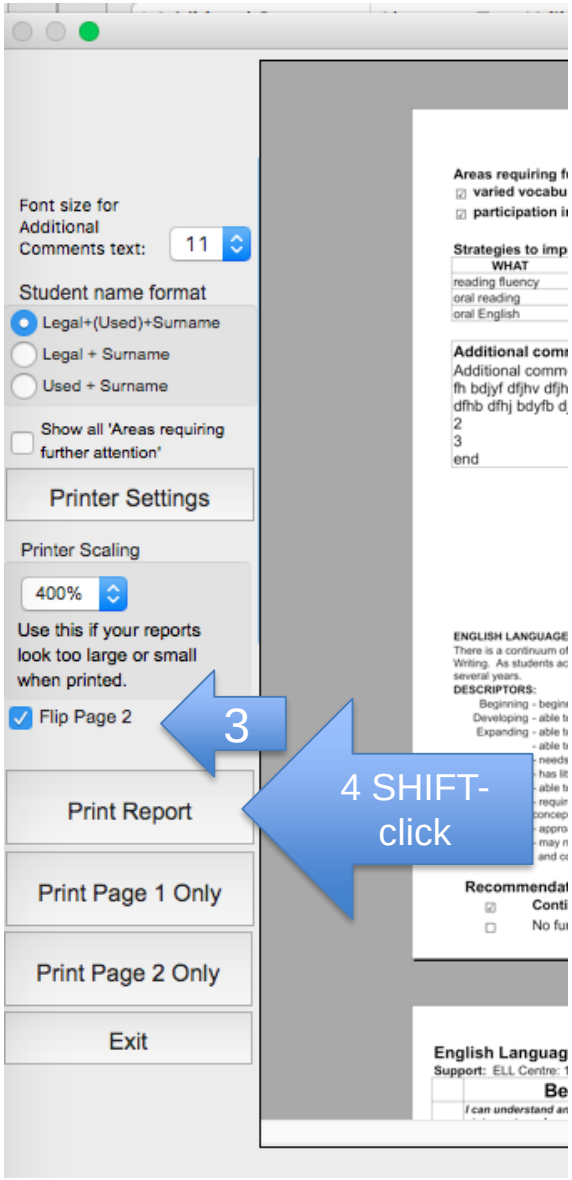


Printing a Report: These ELAR reports are intended to be printed double-sided in **Landscape** format on **Legal (8.5 x 14) paper** (Note: reports from previous years were printed on Letter-sized paper, but the new 19/20 rubric makes it necessary to print on Legal-sized paper).

1. **Printer Settings**: This button is used to store specific information about your Mac's default printer, including the Landscape/Portrait setting. It should only be used if you have re-set your print in your Mac system preferences.

2. **Printer Scaling**: Some users find that their printouts are appearing very small or too large. This varies according to the printer driver your Mac is using. Use this setting to adjust the size of your printout so that it prints correctly on your printer. Once chosen, this setting will be saved for future printing.

TIP: Print one report as a trial at 100% scaling. If the printout is too small, try another at 200% or 400%. If it is too large, try 50%



3. **Flip Page 2**: On **some** printers, double-sided landscape printing results in the second page being upside down. If this is the case, click the Flip Page 2 checkbox to correct the problem. Once selected, this setting will be saved for future printing.

TIP: Print one double sided report as a sample to see if page 2 needs to be flipped or not.

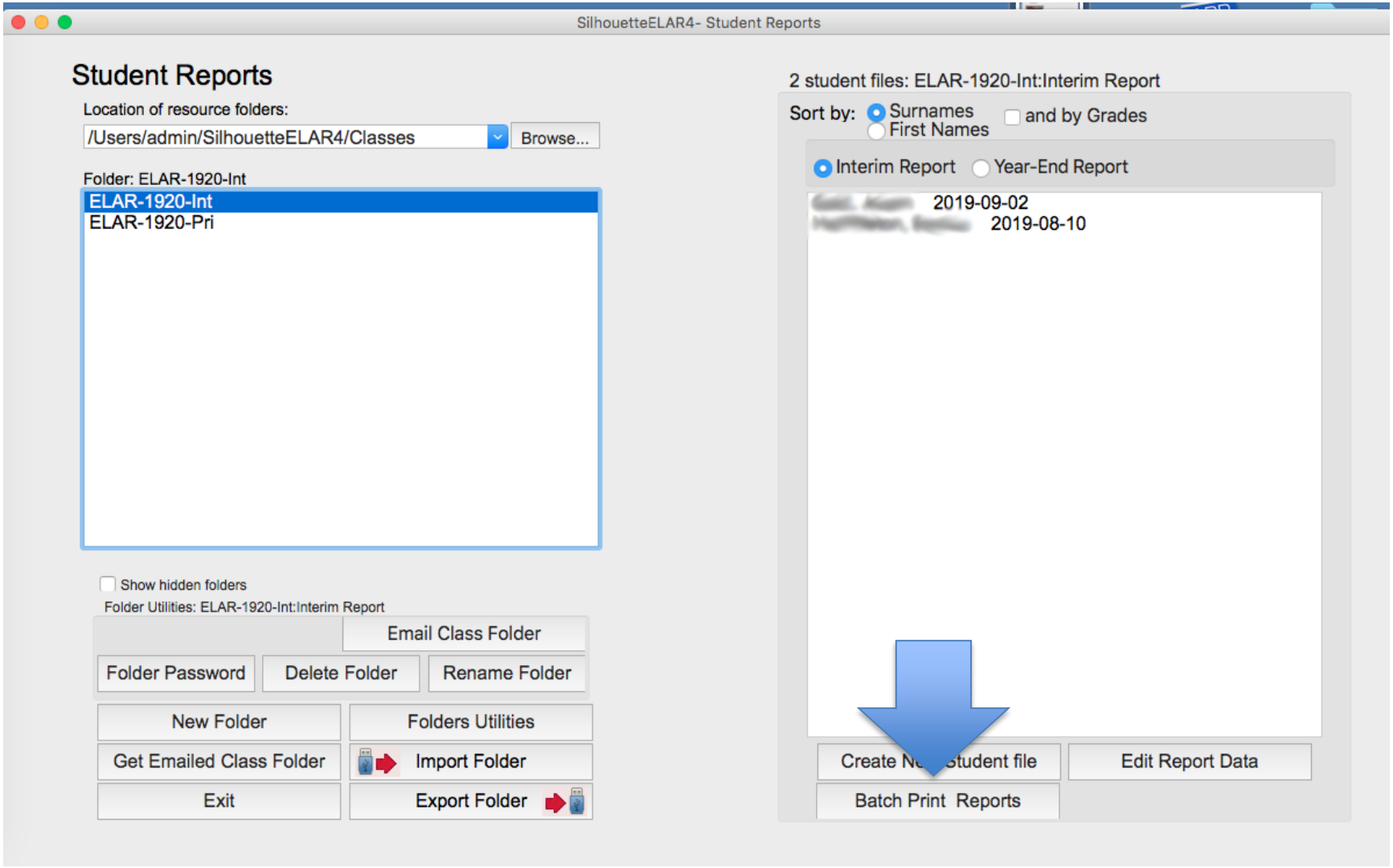
4. **To Select Double-Sided Printing**: On the Mac version of SilhouetteELAR4, you can select an alternate printer or access the printer properties by **SHIFT-Clicking the Print Report** button. To select double sided printing, Shift-click on **Print Report**, then select **Short-Edge Binding** from the **Two-Sided dropdown button**. This double-sided selection will remain in effect for this ELAR session, but will not be saved once you exit the program. You may have to select Double-Sided once each time you print from SilhouetteELAR4.

TIP: You can save your printer settings as a preset for future use if you like.

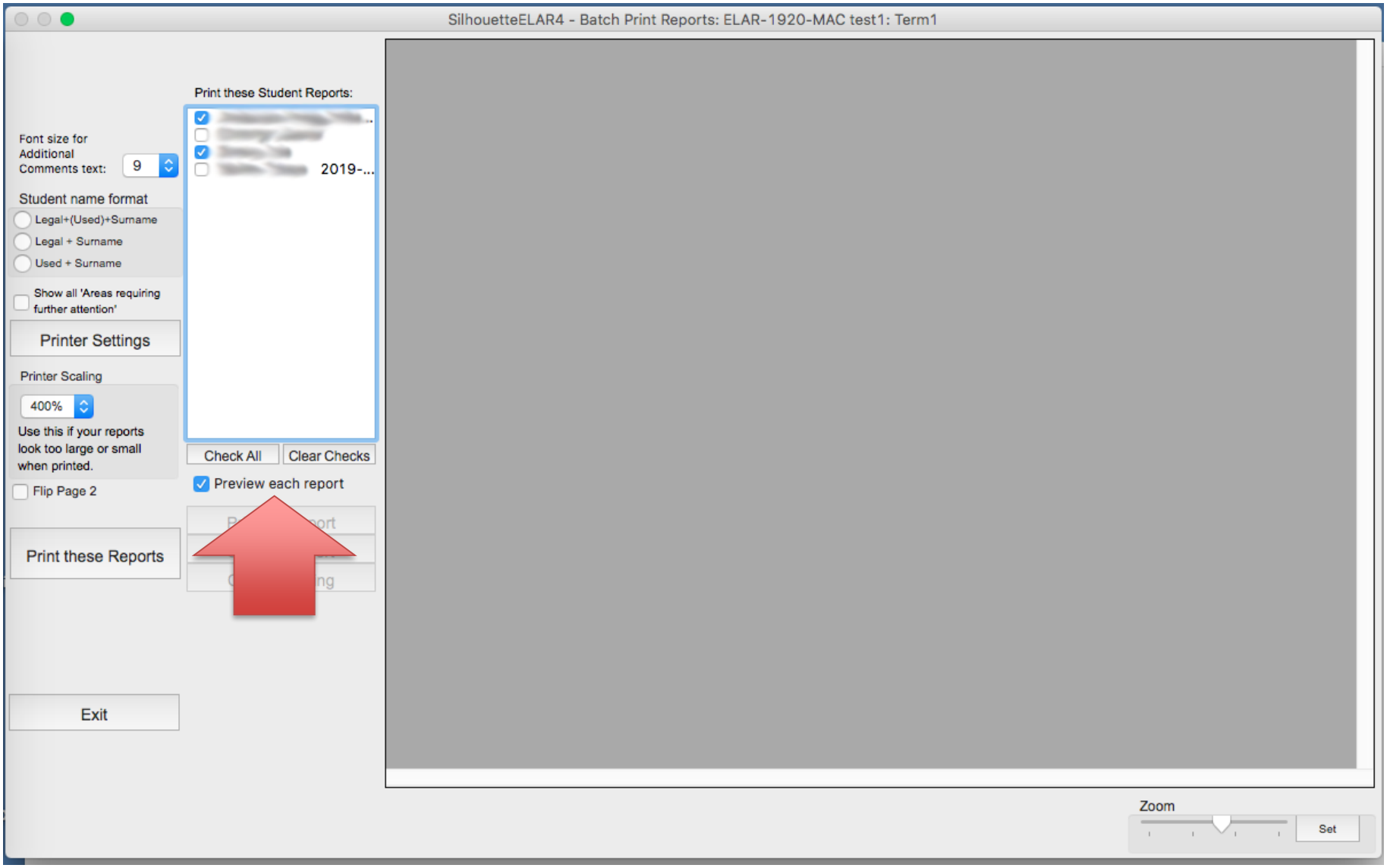
TIP: You can use the printer properties screen to create a PDF version of your report if needed.

Batch Printing

Click on **Batch Print Reports** to print all or some of the reports in a folder.

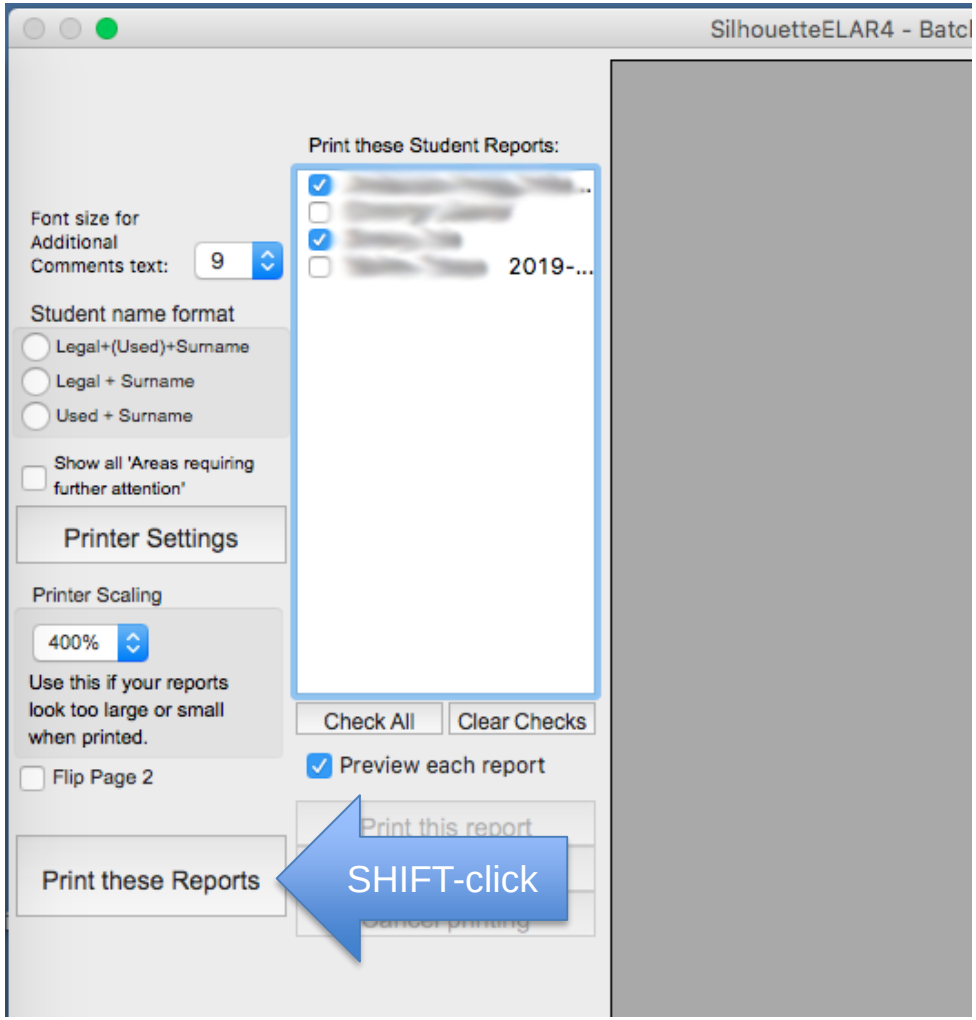


Warning: Although it is possible to uncheck **Preview each report**, do NOT do so. Unchecking **Preview each report** will cause much waste of time and paper.

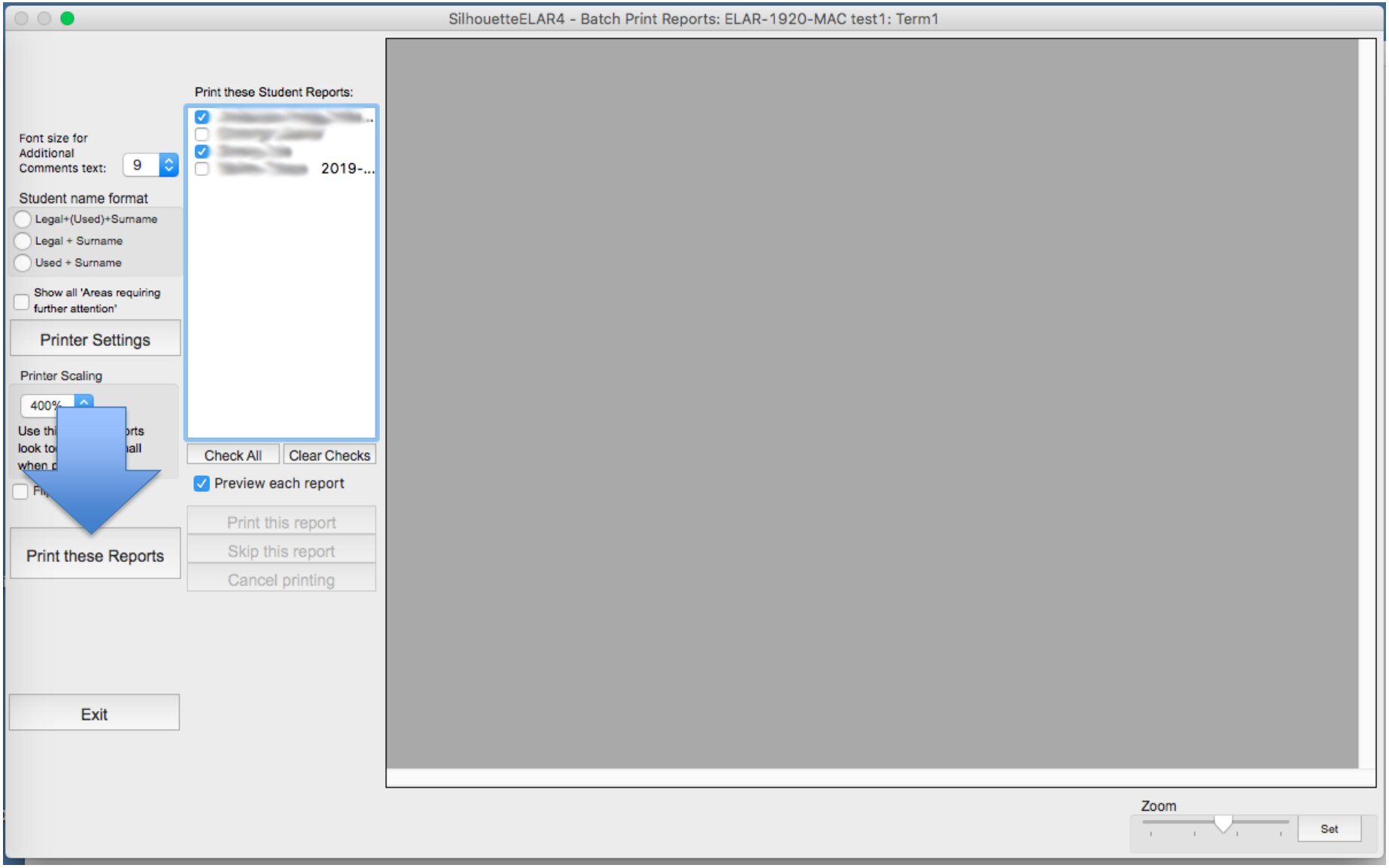


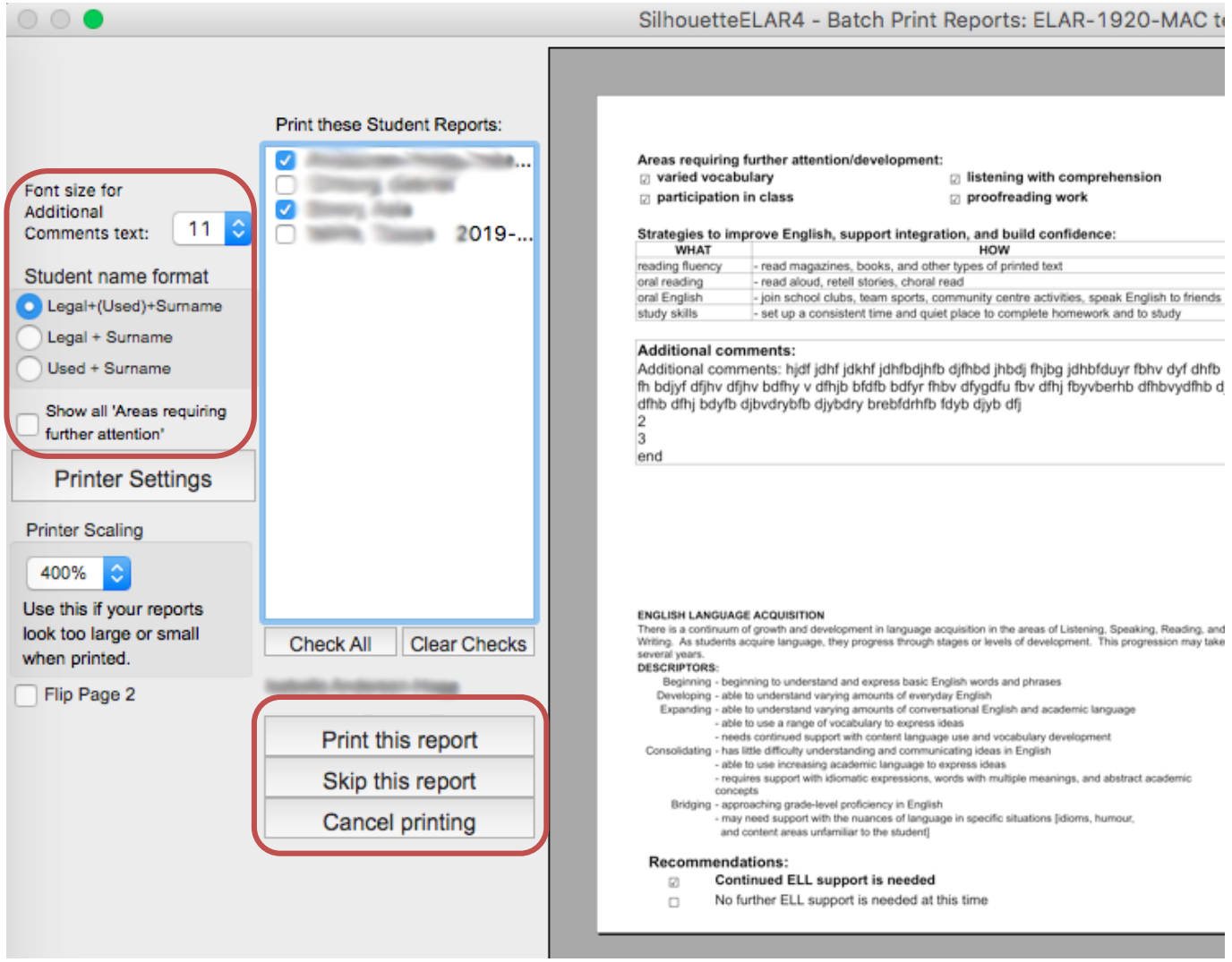
Scenario: In this sample folder there are four students. The first and third are checked to be printed.

At this point, to ensure that the report will print double-sided, you would SHIFT-click on **Print these Reports** and ensure the settings are correct. (Please refer to all the instructions in the final two pages of the **One at a time Printing** section above.)



The next step is non-intuitive: Next, will click on **Print these Reports**. But because **Preview each report** is selected, nothing will be sent to the printer just yet, but the three buttons, **Print this report**, **Skip this report** and **Cancel Printing** will be enabled.



Upon clicking on **Print these Reports,** a preview of the first student's report is shown.

1. This is your opportunity to change **the Font size for Additional Comments text**, the **Student name format** or the **Show all "Areas requiring further attention'** for this student's report.
2. When the above settings are correct, click on the **Print this report** button. Check the paper printout to see that the report printed as expected and then proceed to #1 above for the next report that is ready to be printed.