



Creating PDFs and Printing YouthTruth Reports

YouthTruth reports are optimized for viewing online. When printed, the interactive functionality that enables you to toggle between different subgroups and cohorts is lost. For example, only online can you view feedback broken out by grade level, then quickly switch to viewing feedback disaggregated by male vs. female, or by race/ethnicity, etc.

Having said that, sometimes it's nice to have a physical copy of the report in front of you that focuses on just one subgroup and cohort. To print a physical copy and/or save a PDF version of your report, select your computer type and internet browser from the list below for easy step-by-step instructions.

Windows PC

- [Google Chrome](#)
- [Firefox](#)
- [Internet Explorer](#)
- [Safari](#)

Mac

- [Google Chrome](#)
- [Firefox](#)
- [Safari](#)

Questions?

Email clientservices@youthtruthsurvey.org or call (844) 987 -8847 Ext. 0

**PDF & Printing Instructions for:
Google Chrome (Windows PC)**

1. Open the report that you would like to print and click the 'Print' button in the upper right hand corner.

The screenshot displays the YouthTruth Student Survey report interface. At the top left is the YouthTruth logo. In the top right corner, there are four icons: a magnifying glass, a document, a person, and a question mark. Below the logo, a dark blue navigation bar contains the text 'Report Contents' with a close icon, a 'Sections' menu icon, and three dropdown menus: 'Chart Options', 'Downloads', and 'Print'. The 'Print' button is highlighted with a red rectangular box. The main content area is titled 'SAMPLE - Carver High School - "Overall School Experience" School Report'. On the left side, there is a vertical menu with 'KEY RATINGS' selected and highlighted in orange. The main content area shows 'KEY RATINGS' with a 'Next' arrow. Below this, there is a 'View Subgroup' button. The data is presented in a table with columns for 'Key Measures', 'Trend Data', 'Average Rating', and 'Percentile Rank'. Two rows are visible: 'Student Engagement' with an average rating of 4.07 and a 96th percentile rank, and 'Academic Rigor' with an average rating of 3.96 and a 54th percentile rank. Each row includes a trend line chart and a horizontal bar chart showing the percentile rank relative to the 'Cooke County School District'.

Key Measures	Trend Data	Average Rating	Percentile Rank
Student Engagement		4.07	96th
Academic Rigor		3.96	54th

2. Wait up to 60 seconds for the charts and data in your report to compile for printing

This will just take a moment...

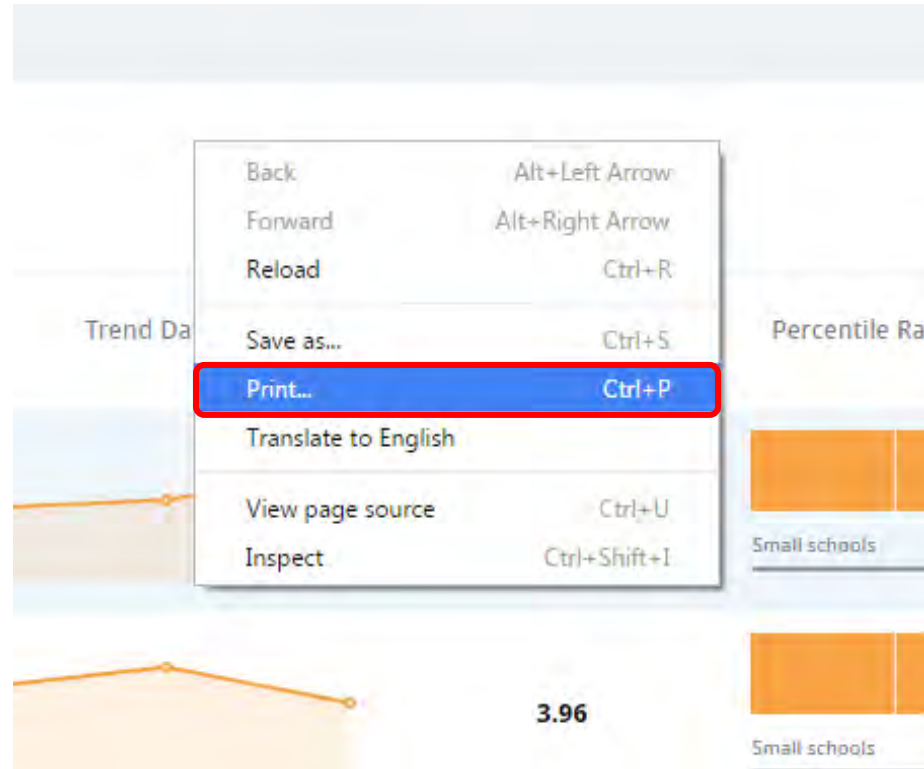
The charts and data in your report are being compiled for printing. We appreciate your patience.

CEP clients, please note that you can access a formatted-for-print PDF report in the "Getting Started" section of your report.

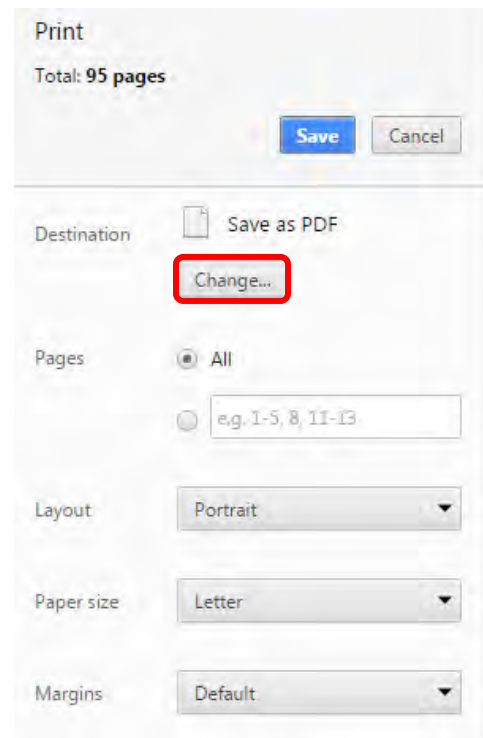
Please [refresh the page](#) in a minute.

This page will automatically refresh in 58 seconds.

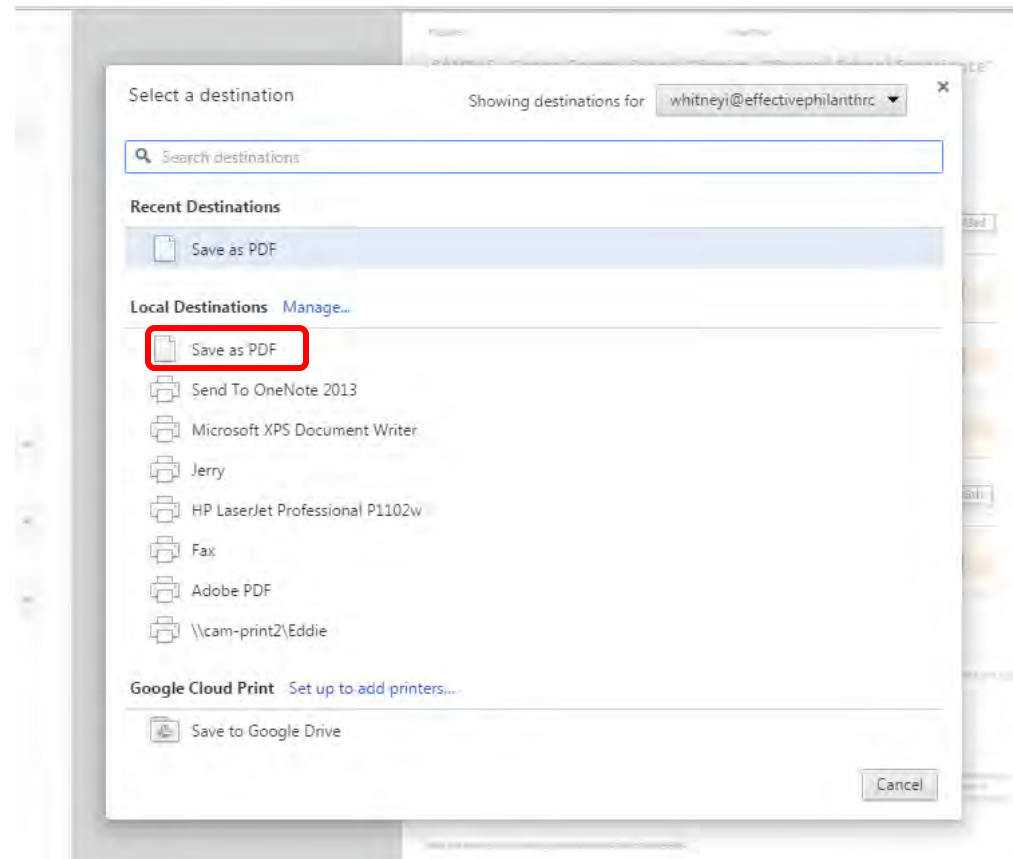
3. Once the report has been compiled for printing, right click (anywhere within the compiled report), and from the menu click 'Print...'



4. It's likely that the printer dialogue box that you see will look differently than the below screenshot. If this is the case, it's because your computer has a different printer driver installed. While the design may be different, the function is similar. Click 'Change...' to select the destination.

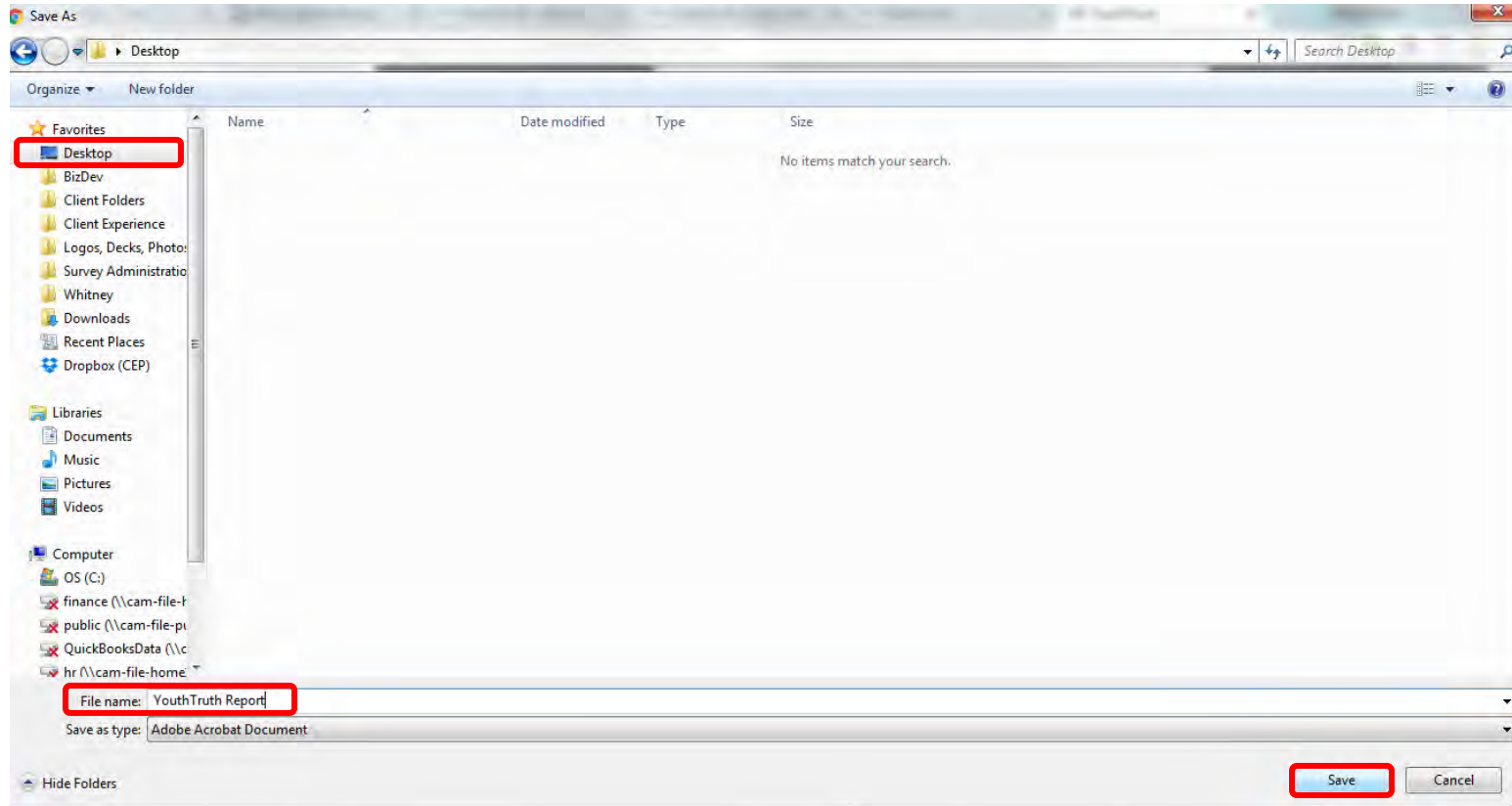


5. If you would like to print a physical copy of your report, select your printer. Or, if you would like to create a PDF to save to your computer, choose 'Save as PDF' (depending on the printer driver you have installed, the language used could also be 'print to PDF', 'Adobe PDF' or something similar).

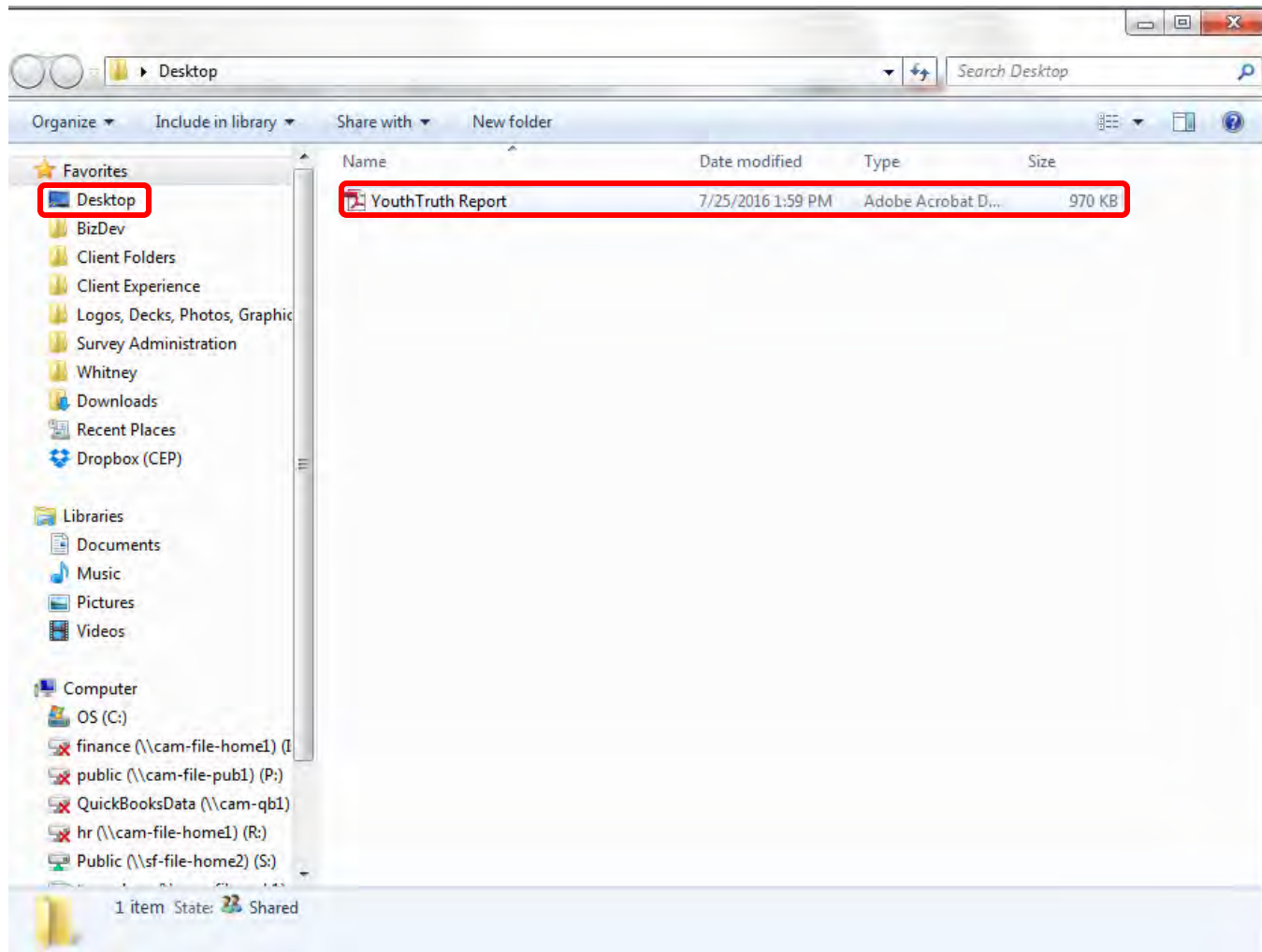


If you chose a physical printer as the destination, you can now click 'print' and you're done. If you selected 'Save as PDF', continue to the next step...

6. Select where you would like to save your PDF report (to your desktop, to a specific folder, etc.), name your report something meaningful to you, and click 'Save'.



7. Lastly, navigate to where you saved your YouthTruth report, and you will find your saved PDF version.



**PDF & Printing Instructions for:
Firefox (Windows PC)**

1. Open the report that you would like to print and click the 'Print' button in the upper right hand corner.

The screenshot shows the YouthTruth Student Survey interface. On the left is a navigation menu with 'Report Contents' and a list of sections including 'KEY RATINGS', 'EXECUTIVE SUMMARY', 'STUDENT ENGAGEMENT', 'ACADEMIC RIGOR', 'RELATIONSHIPS WITH TEACHERS', 'RELATIONSHIPS WITH PEERS', 'SCHOOL CULTURE', 'COLLEGE & CAREER READINESS', 'ACADEMIC SUPPORT SERVICES', 'STRENGTHS & AREAS FOR IMPROVEMENT', and 'PROJECT-BASED LEARNING'. The main content area is titled 'SAMPLE - Carver High School - "Overall School Experience" School Report'. At the top right of the main area, there are buttons for 'Chart Options', 'Downloads', and 'Print', with the 'Print' button highlighted by a red rectangle. Below the title, the 'KEY RATINGS' section is displayed, featuring a 'View Subgroup' dropdown and a table of key measures. The table includes 'Student Engagement' with a trend data chart, an average rating of 4.07, and a 96th percentile rank, and 'Academic Rigor' with a trend data chart, an average rating of 3.96, and a 54th percentile rank. Both rows are attributed to 'Cooke County School District'.

Key Measures	Trend Data	Average Rating	Percentile Rank
Student Engagement		4.07	96th
Academic Rigor		3.96	54th

2. Wait up to 60 seconds for the charts and data in your report to compile for printing

This will just take a moment...

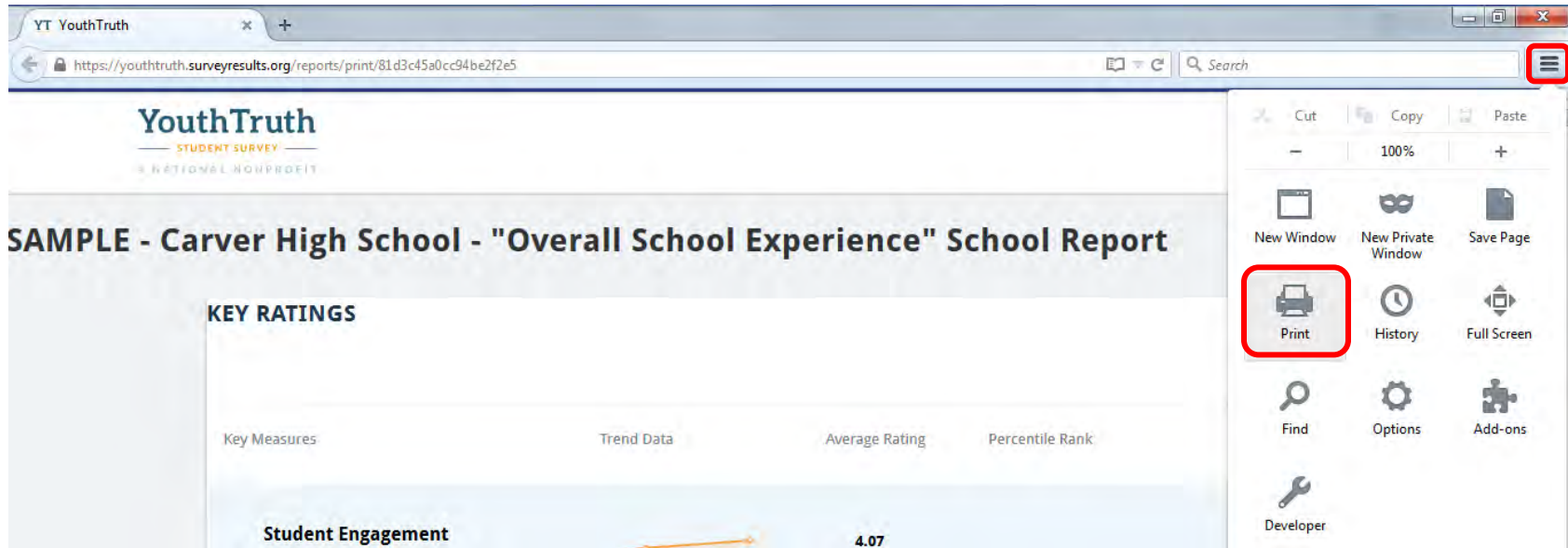
The charts and data in your report are being compiled for printing. We appreciate your patience.

CEP clients, please note that you can access a formatted-for-print PDF report in the "Getting Started" section of your report.

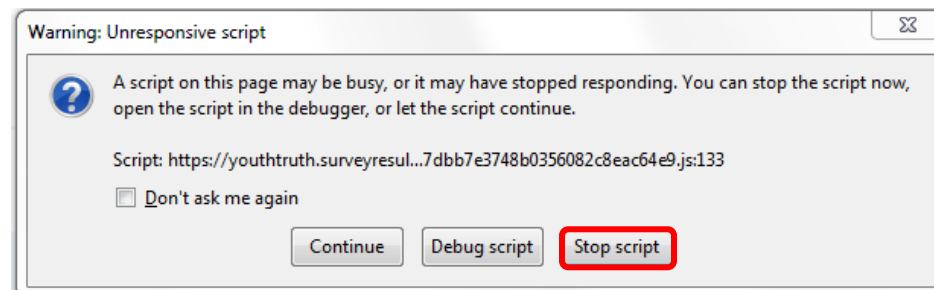
Please [refresh the page](#) in a minute.

This page will automatically refresh in 58 seconds.

3. Once the report has been compiled for printing, click the firefox menu icon, then click 'Print'.

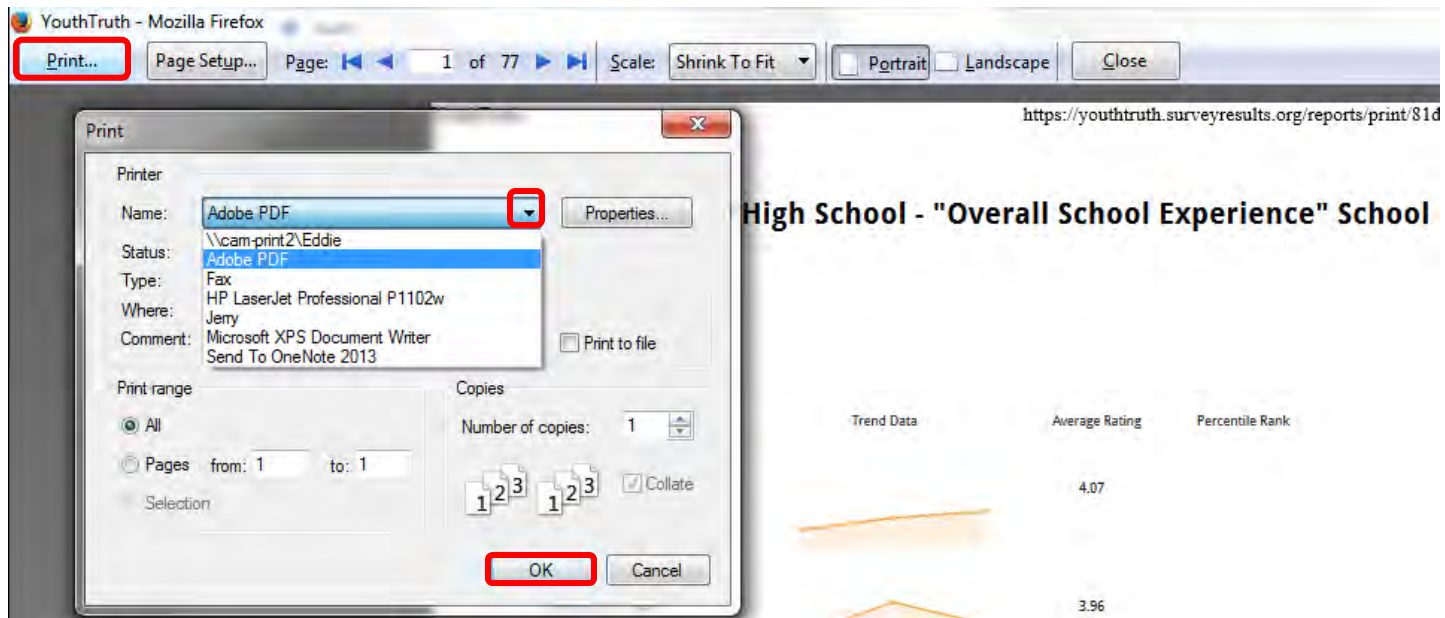


If a "Warning: Unresponsive script" pop-up appears, click 'Stop script'



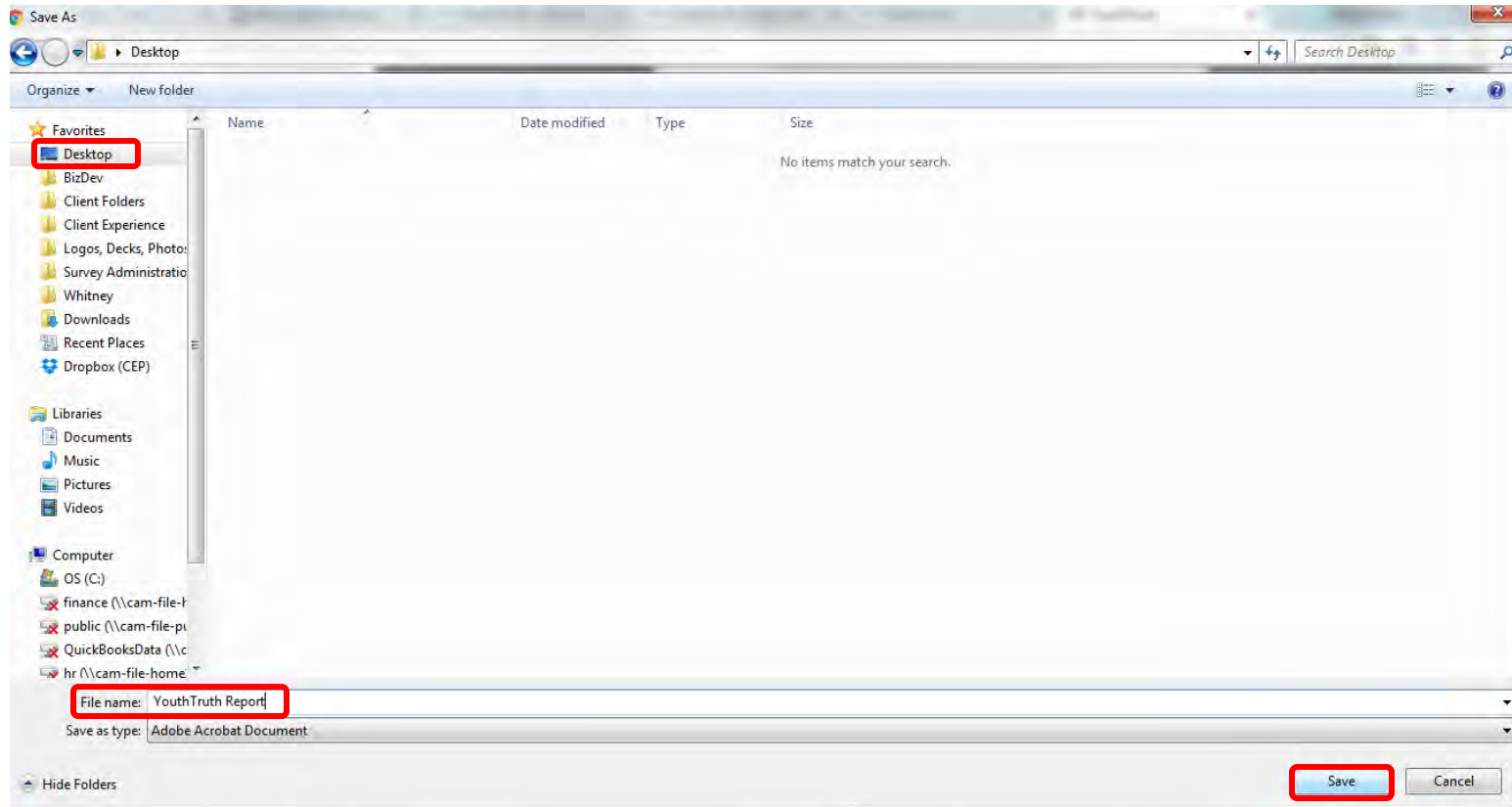
4. It's likely that the printer dialogue box that you see will look differently than the below screenshot. If this is the case, it's because your computer has a different printer driver installed. While the design may be different, the function is similar.

- Click 'Print...'
- Click the 'Name' or 'Destination' dropdown menu.
- If you would like to print a physical copy of your report, select your printer from the dropdown menu.
- If you would like to create a PDF to save to your computer, choose 'Adobe PDF' (depending on the printer driver you have installed, the language used could also be 'Print to PDF', 'Save to PDF' or something similar).

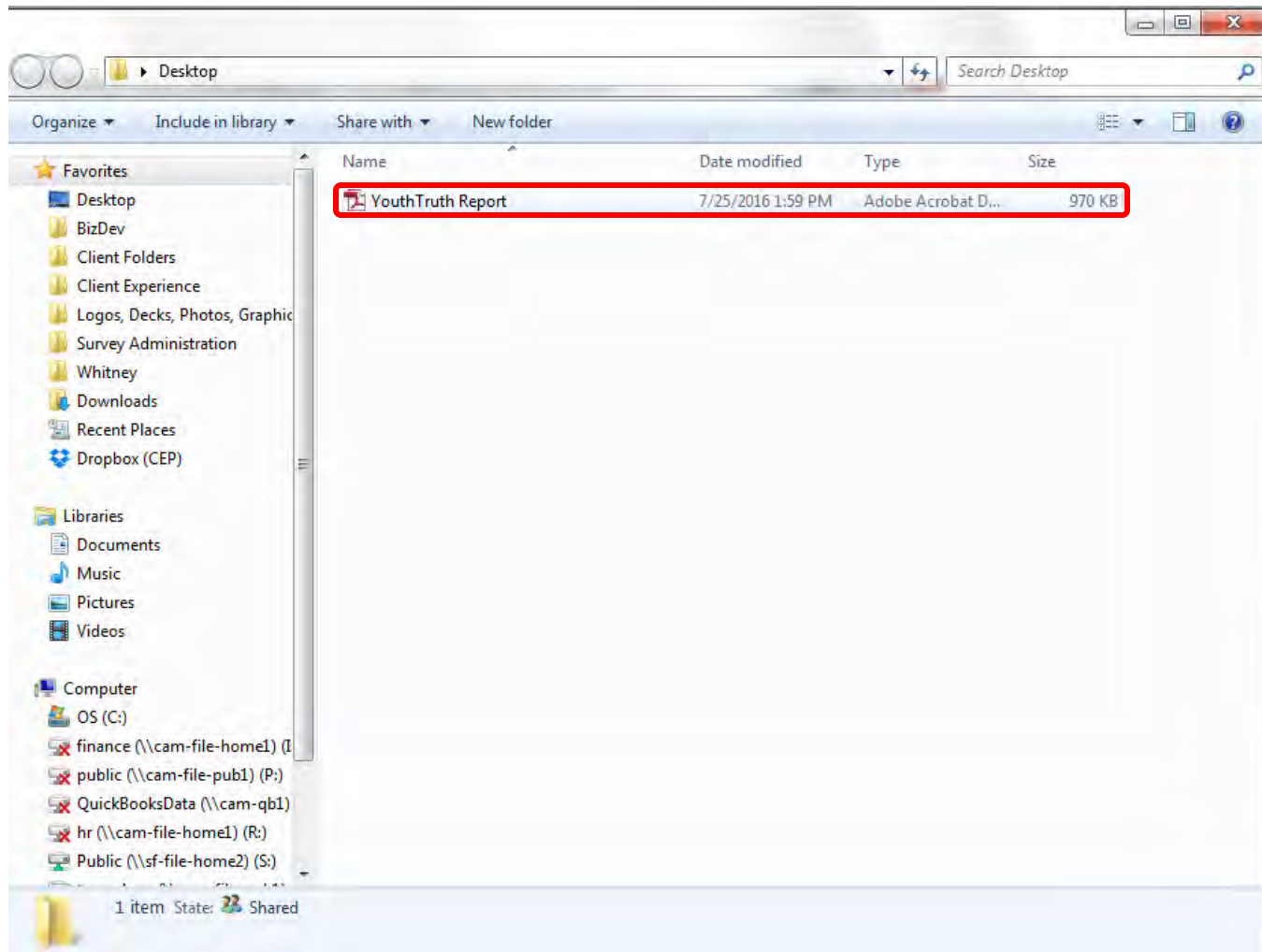


If you chose a physical printer as the destination, you can now click 'OK' and you're done. If you selected 'Adobe PDF', continue to the next step...

5. Select where you would like to save your PDF report (to your desktop, to a specific folder, etc.), name your report something meaningful to you, and click 'Save'.



6. Lastly, navigate to where you saved your YouthTruth report, and you will find your saved PDF version.



**PDF & Printing Instructions for:
Internet Explorer (Windows PC)**

1. Open the report that you would like to print and click the 'Print' button in the upper right hand corner.

The screenshot shows the YouthTruth Student Survey interface. On the left is a 'Report Contents' sidebar with categories like 'KEY RATINGS', 'EXECUTIVE SUMMARY', 'STUDENT ENGAGEMENT', 'ACADEMIC RIGOR', 'RELATIONSHIPS WITH TEACHERS', 'RELATIONSHIPS WITH PEERS', 'SCHOOL CULTURE', 'COLLEGE & CAREER READINESS', 'ACADEMIC SUPPORT SERVICES', 'STRENGTHS & AREAS FOR IMPROVEMENT', and 'PROJECT-BASED LEARNING'. The main content area is titled 'SAMPLE - Carver High School - "Overall School Experience" School Report'. At the top right of the main area are icons for search, print, user, and help, and buttons for 'Chart Options', 'Downloads', and 'Print' (highlighted with a red box). The 'KEY RATINGS' section is active, showing 'Student Engagement' with a trend line, an average rating of 4.07, and a 96th percentile rank. Below it, 'Academic Rigor' is shown with a trend line, an average rating of 3.96, and a 54th percentile rank. A 'View Subgroup' button is also visible.

Key Measures	Trend Data	Average Rating	Percentile Rank
Student Engagement		4.07	96th
Academic Rigor		3.96	54th

2. Wait up to 60 seconds for the charts and data in your report to compile for printing

This will just take a moment...

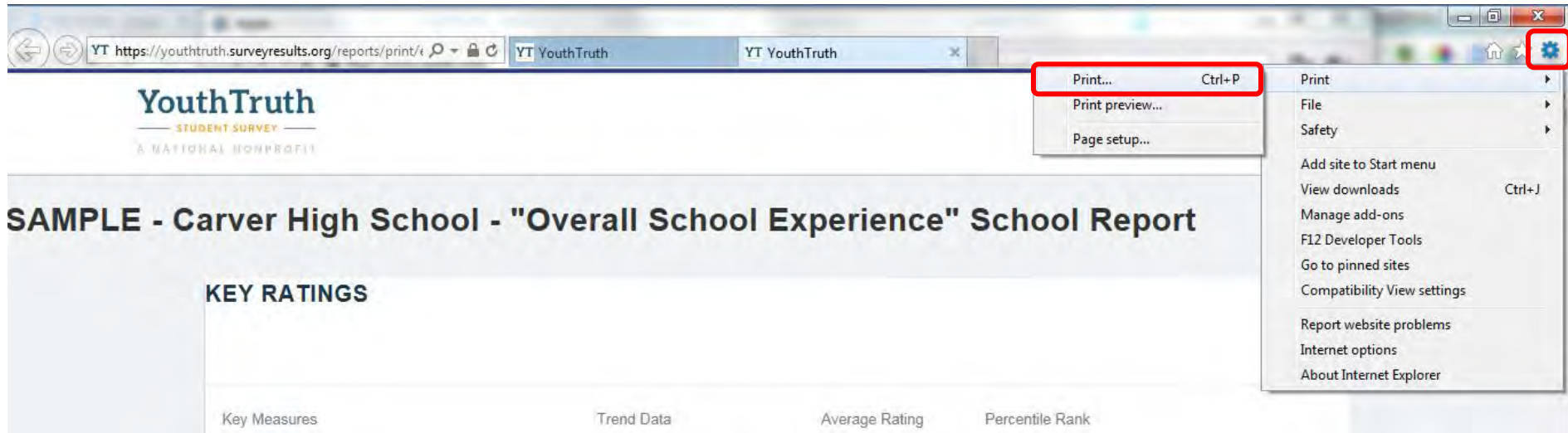
The charts and data in your report are being compiled for printing. We appreciate your patience.

CEP clients, please note that you can access a formatted-for-print PDF report in the "Getting Started" section of your report.

Please [refresh the page](#) in a minute.

This page will automatically refresh in 58 seconds.

3. Once the report has been compiled for printing, click the Internet Explorer menu icon, then click 'Print'.

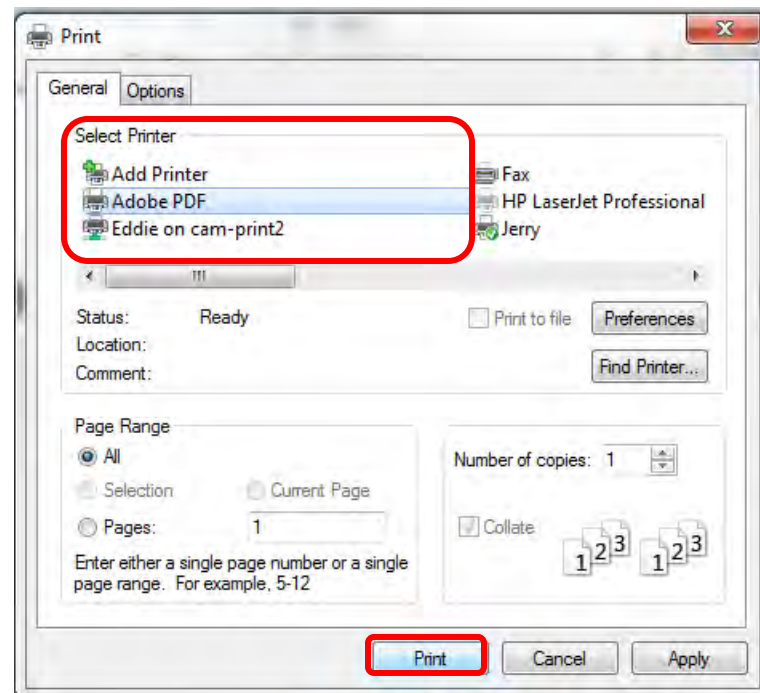


If a 'long-running script' pop-up appears, click 'Stop script'

surveyresults.org is not responding due to a long-running script.

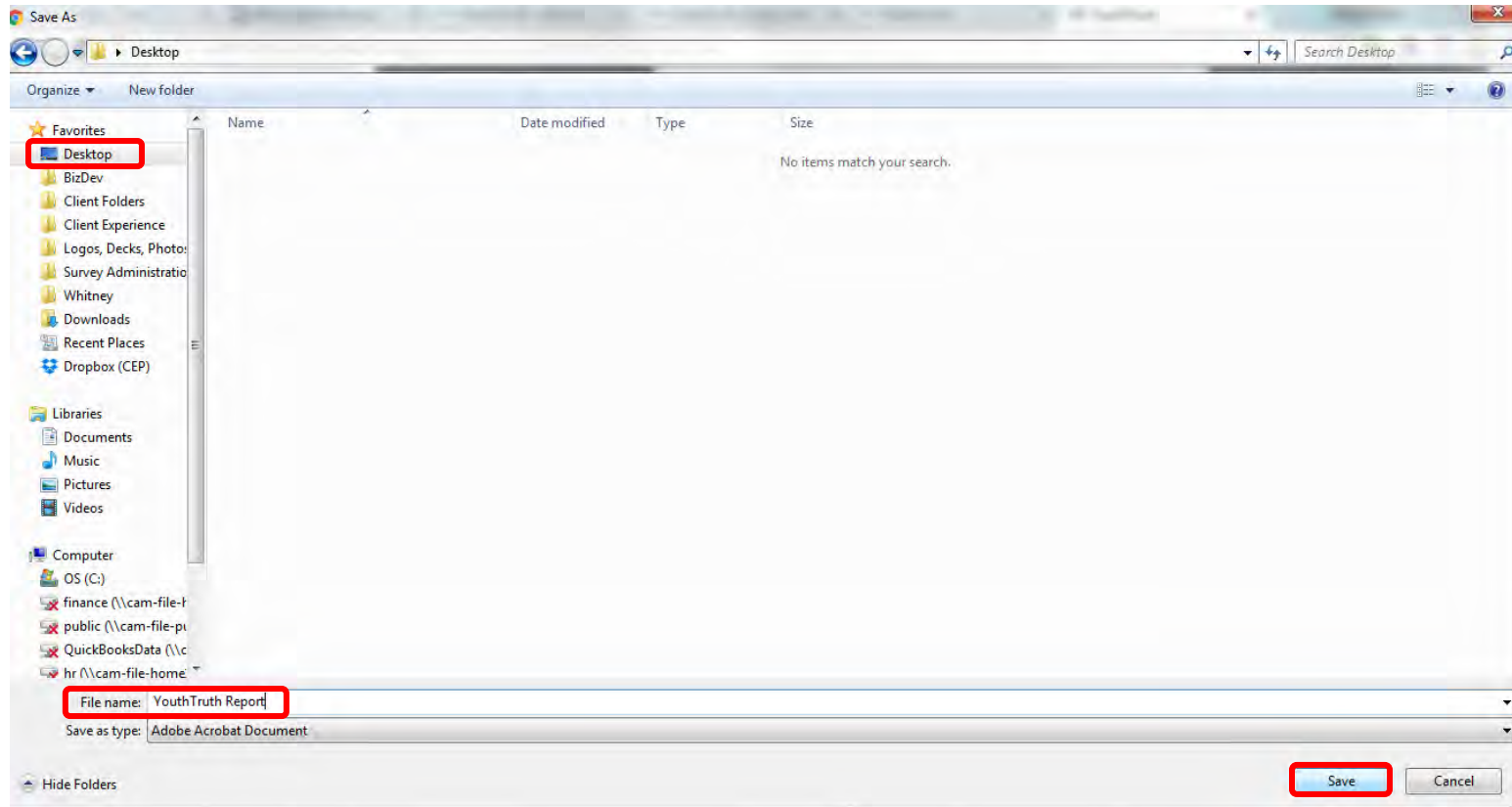
Stop script

4. It's likely that the printer dialogue box that you see will look differently than the below screenshot. If this is the case, it's because your computer has a different printer driver installed. While the design may be different, the function is similar.
- From the 'Select Printer' area, select the desired location.
 - If you would like to print a physical copy of your report, select your printer.
 - If you would like to create a PDF to save to your computer, choose 'Adobe PDF' (depending on the printer driver you have installed, the language used could also be 'Print to PDF', 'Save to PDF' or something similar).
 - Click 'Print'

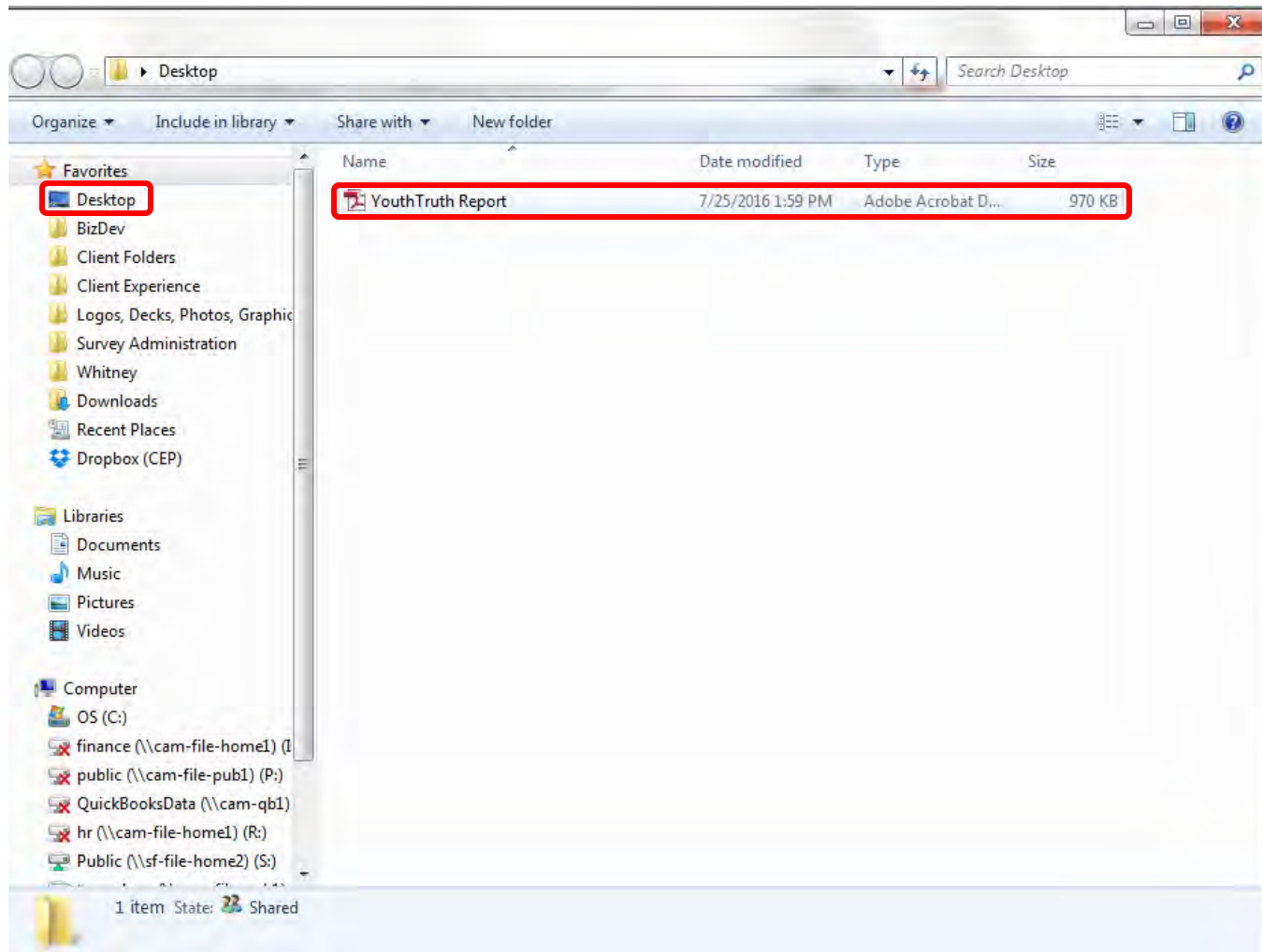


If you printed a physical copy of your report, you're done. If you selected 'Adobe PDF', continue to the next step...

5. Select where you would like to save your PDF of your report (to your desktop, to a specific folder, etc..), name your report something meaningful to you, and click 'Save'.



6. Lastly, navigate to where you saved your YouthTruth report, and you will find your saved PDF version.



**PDF & Printing Instructions for:
Safari (Windows PC)**

1. Open the report that you would like to print and click the 'Print' button in the upper right hand corner.

The screenshot displays the YouthTruth Student Survey report interface. At the top left is the YouthTruth logo. In the top right, there are icons for search, print, user, and help. Below the logo is a 'Report Contents' sidebar with a list of sections: KEY RATINGS (highlighted), EXECUTIVE SUMMARY, STUDENT ENGAGEMENT, ACADEMIC RIGOR, RELATIONSHIPS WITH TEACHERS, RELATIONSHIPS WITH PEERS, SCHOOL CULTURE, COLLEGE & CAREER READINESS, ACADEMIC SUPPORT SERVICES, STRENGTHS & AREAS FOR IMPROVEMENT, and PROJECT-BASED LEARNING. The main header area contains 'Chart Options', 'Downloads', and a 'Print' button (highlighted with a red box). The main content area is titled 'SAMPLE - Carver High School - "Overall School Experience" School Report' and features a 'KEY RATINGS' section. A 'View Subgroup' button is visible. The ratings are presented in a table-like format with trend data, average ratings, and percentile ranks for Cooke County School District.

Key Measures	Trend Data	Average Rating	Percentile Rank
Student Engagement		4.07	96th
Academic Rigor		3.96	54th

2. Wait up to 60 seconds for the charts and data in your report to compile for printing

This will just take a moment...

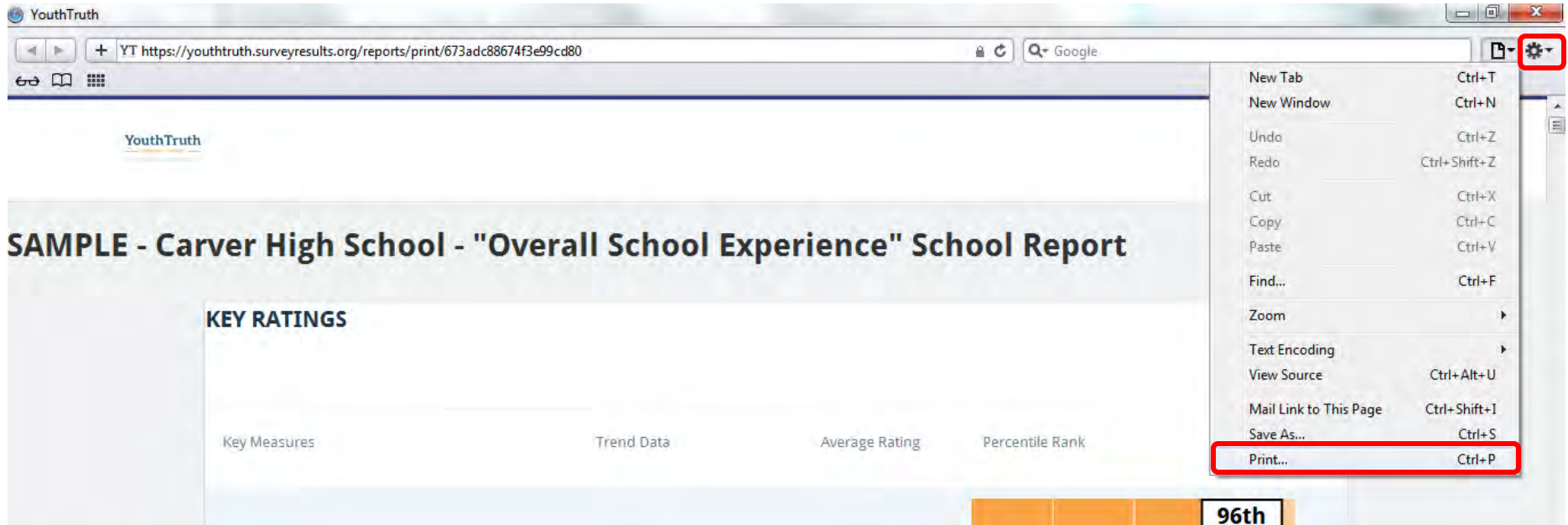
The charts and data in your report are being compiled for printing. We appreciate your patience.

CEP clients, please note that you can access a formatted-for-print PDF report in the “Getting Started” section of your report.

Please [refresh the page](#) in a minute.

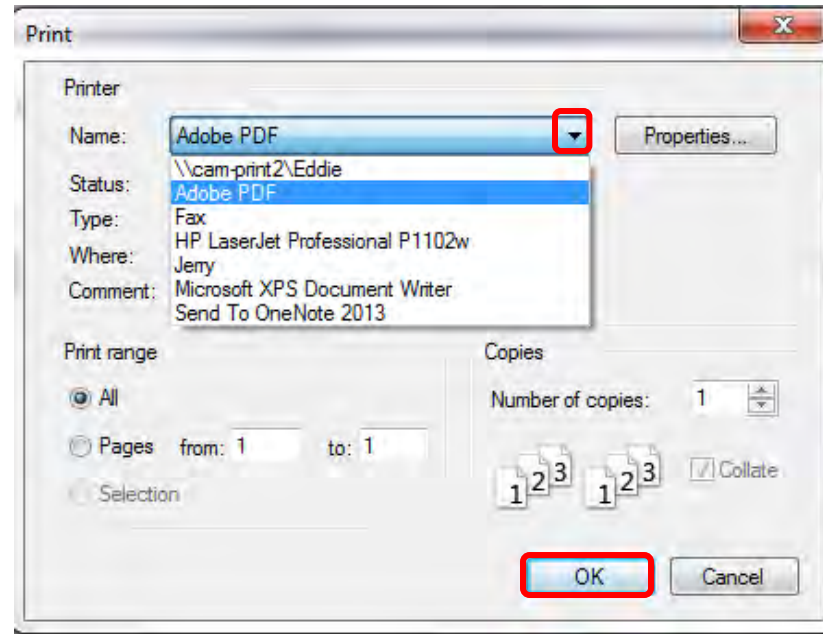
This page will automatically refresh in 58 seconds.

3. Once the report has been compiled for printing, click the Safari “menu for current page” icon, then click ‘Print’.



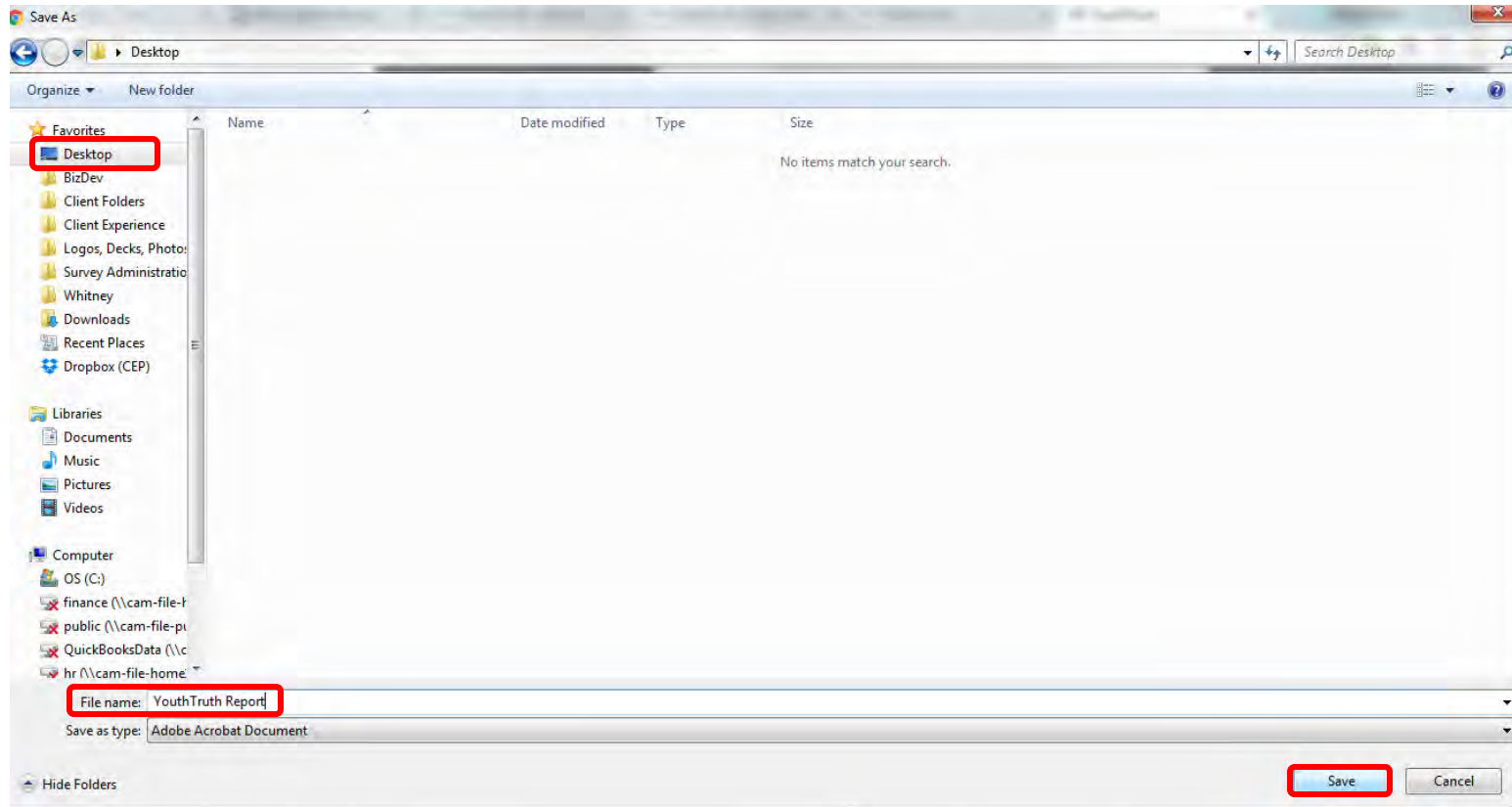
4. It's likely that the printer dialogue box that you see will look differently than the below screenshot. If this is the case, it's because your computer has a different printer driver installed. While the design may be different, the function is similar.

- Click the 'Name' or 'Destination' dropdown menu.
- If you would like to print a physical copy of your report, select your printer from the dropdown menu.
- If you would like to create a PDF to save to your computer, choose 'Adobe PDF' (depending on the printer driver you have installed, the language used could also be 'Print to PDF', 'Save to PDF' or something similar).

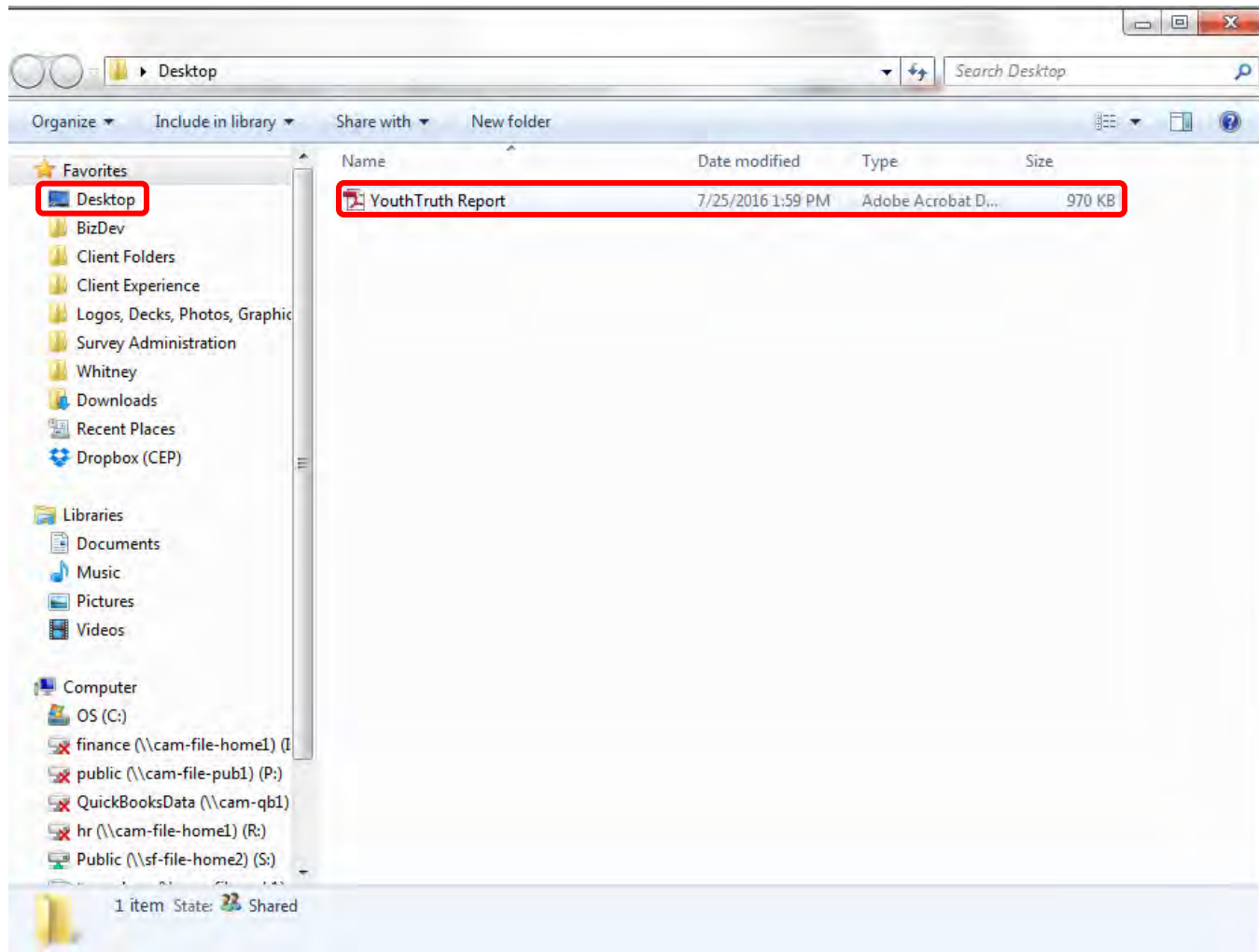


If you chose a physical printer as the destination, you can now click 'OK' and you're done. If you selected 'Adobe PDF', continue to the next step...

5. Select where you would like to save your PDF of your report (to your desktop, to a specific folder, etc..), name your report something meaningful to you, and click 'Save'.



6. Lastly, navigate to where you saved your YouthTruth report, and you will find your saved PDF version.



**PDF & Printing Instructions for:
Chrome (Mac)**

1. Open the report that you would like to print and click the 'Print' button in the upper right hand corner.



2. Wait up to 60 seconds for the charts and data in your report to compile for printing.

This will just take a moment...

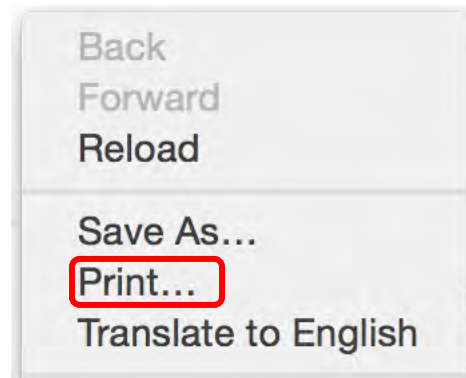
The charts and data in your report are being compiled for printing. We appreciate your patience.

CEP clients, please note that you can access a formatted-for-print PDF report in the "Getting Started" section of your report.

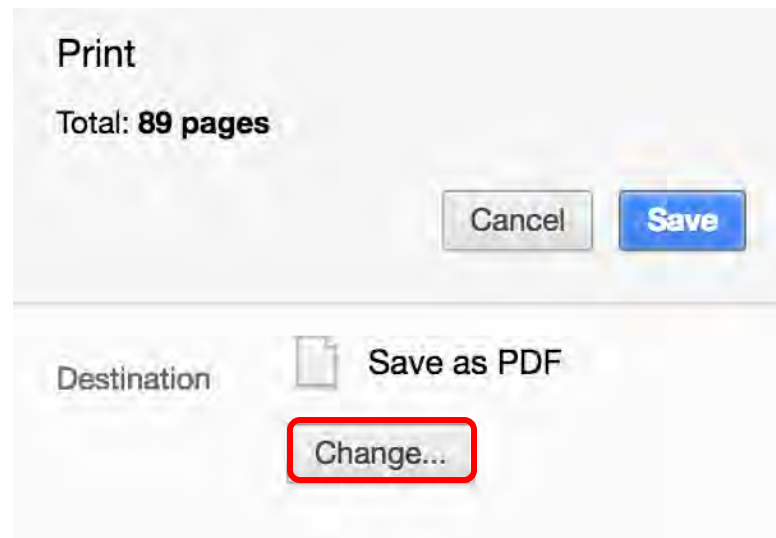
Please [refresh the page](#) in a minute.

This page will automatically refresh in 42 seconds.

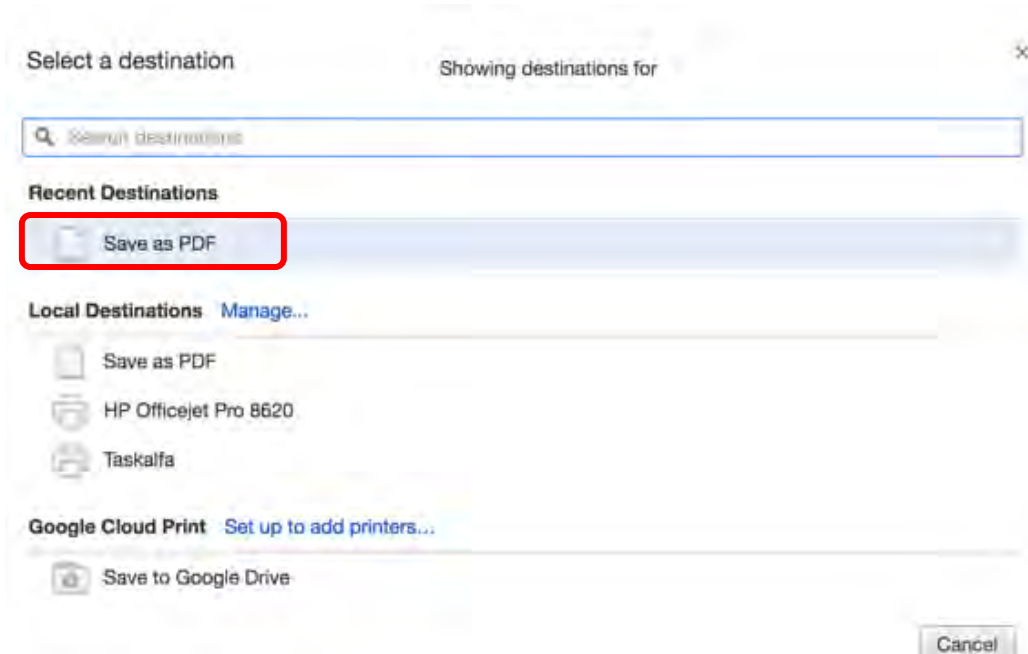
3. Once the report has been compiled for printing, right click anywhere within the report and click 'Print...'



4. Click "Change"

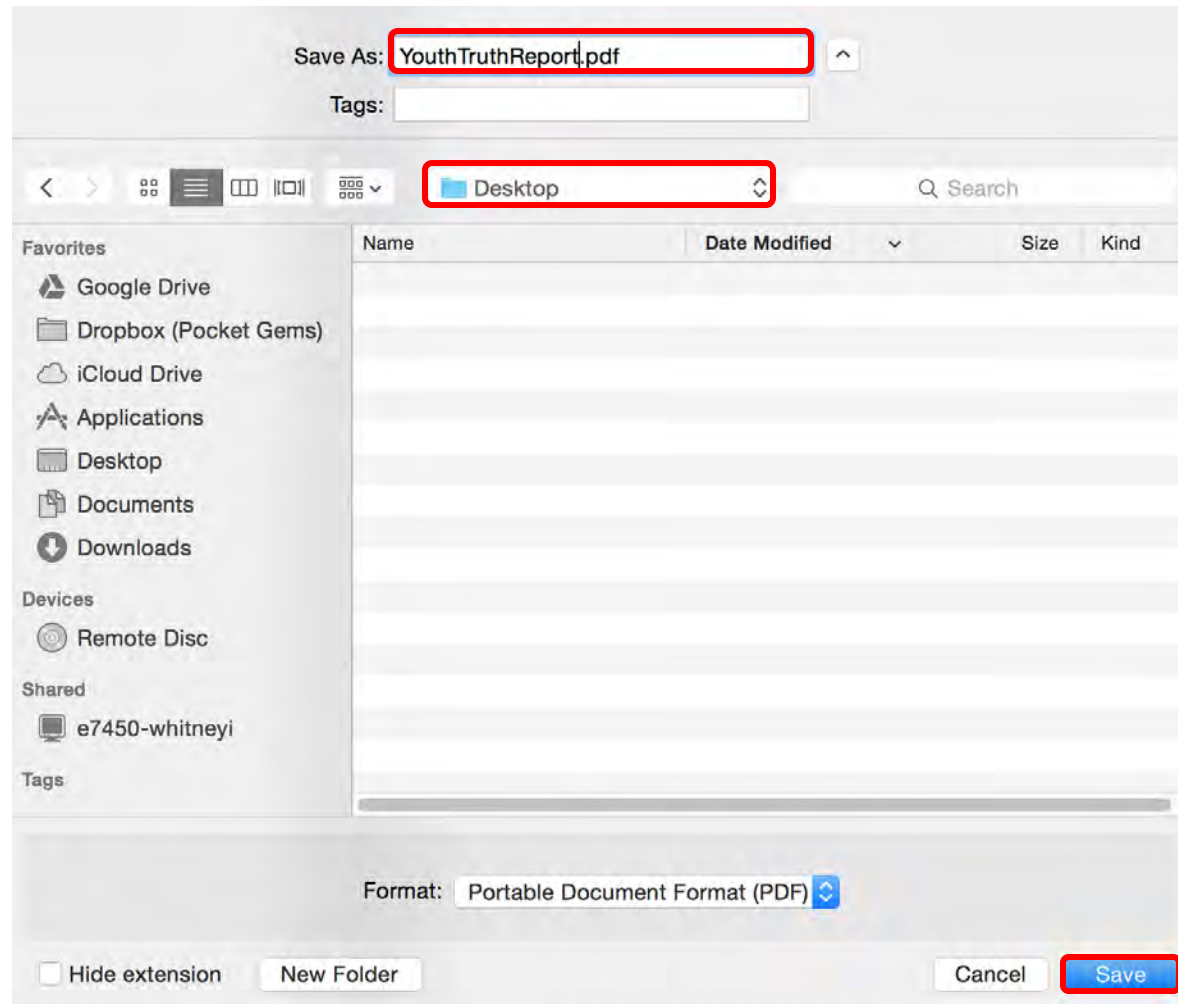


5. It's likely that the printer dialogue box that you see will look differently than the below screenshot. If this is the case, it's because your computer has a different printer driver installed. While the design may be different, the function is similar.
- If you would like to print a physical copy of your report, select your printer from the Local Destinations section.
 - If you would like to create a PDF to save to your computer, choose 'Save as PDF' (depending on the printer driver you have installed, the language used could also be 'Print to PDF', 'Adobe PDF' or something similar).

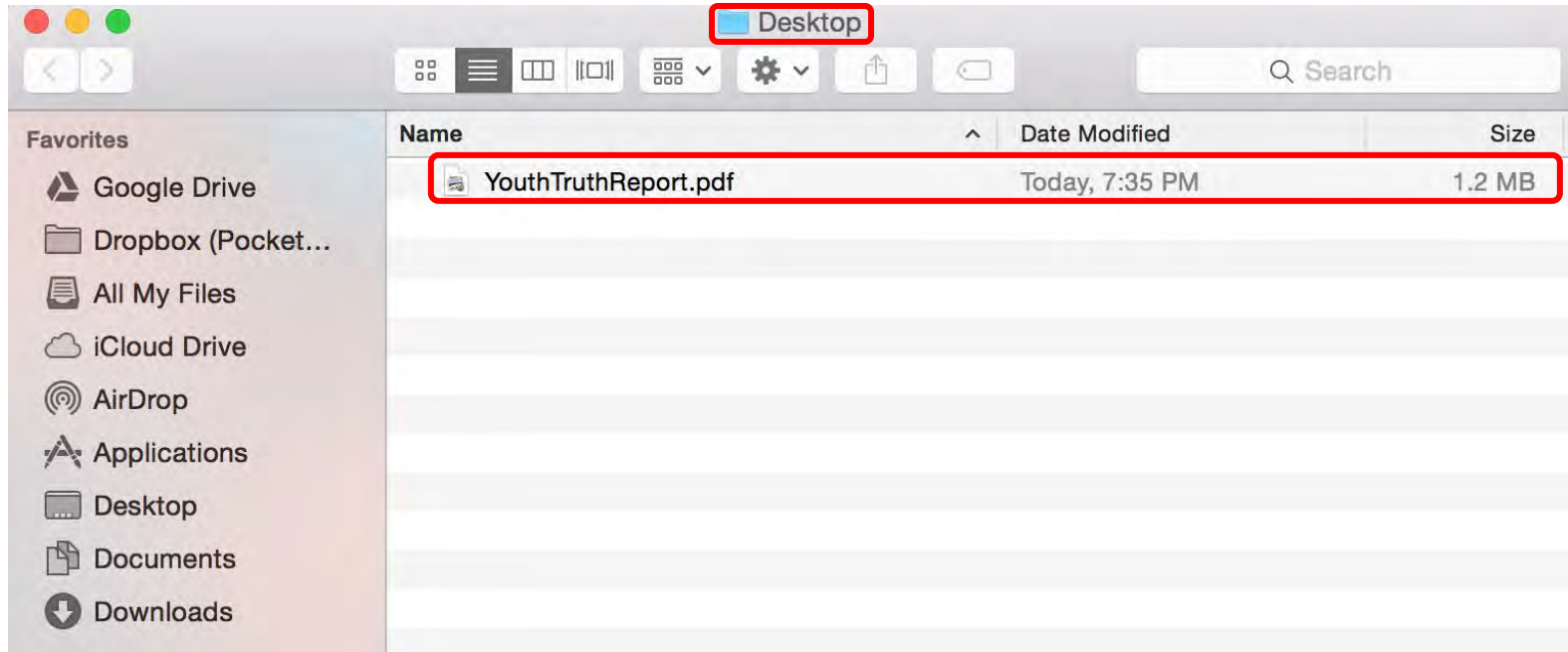


If you chose a physical printer as the destination, you can now click 'Print' and you're done. If you selected 'Save as PDF', continue to the next step...

6. Select where you would like to save the PDF of your report (to your desktop, to a specific folder, etc.), name your report something meaningful to you, and click 'Save'.



7. Lastly, navigate to where you saved your YouthTruth report, and you will find your saved PDF version.



**PDF & Printing Instructions for:
Firefox (Mac)**

1. Open the report that you would like to print and click the 'Print' button in the upper right hand corner.



2. Wait up to 60 seconds for the charts and data in your report to compile for printing.

This will just take a moment...

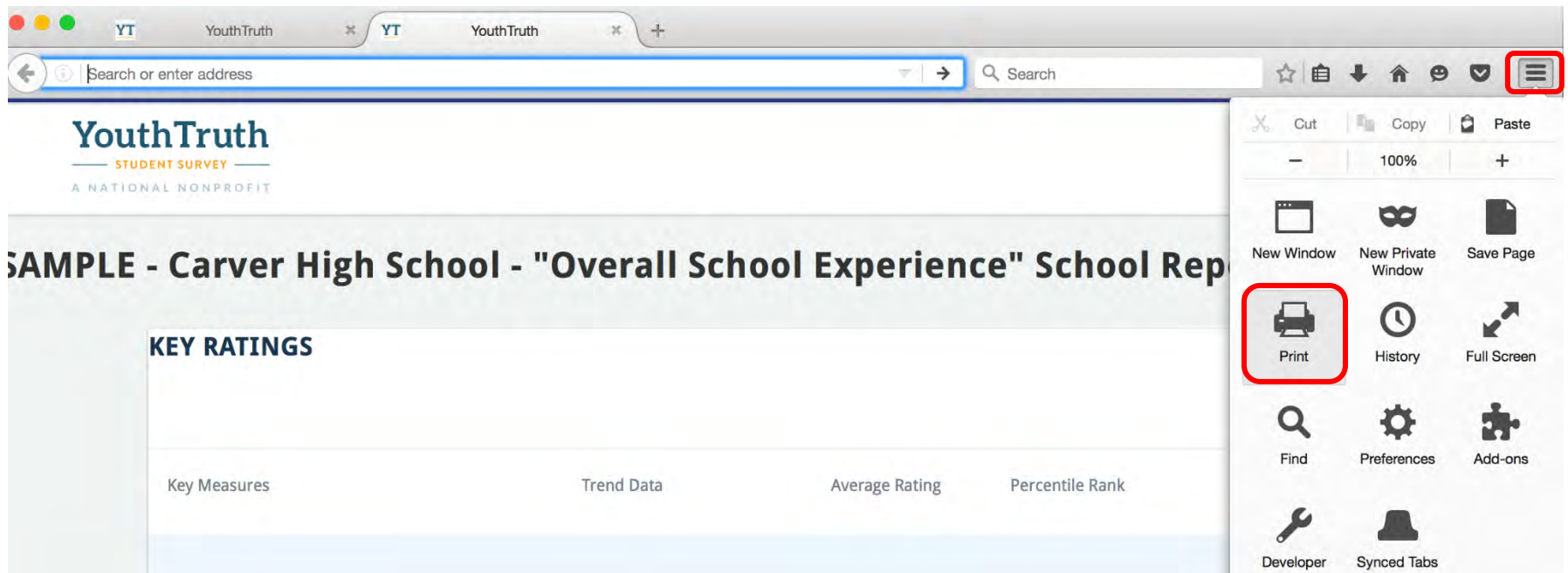
The charts and data in your report are being compiled for printing. We appreciate your patience.

CEP clients, please note that you can access a formatted-for-print PDF report in the "Getting Started" section of your report.

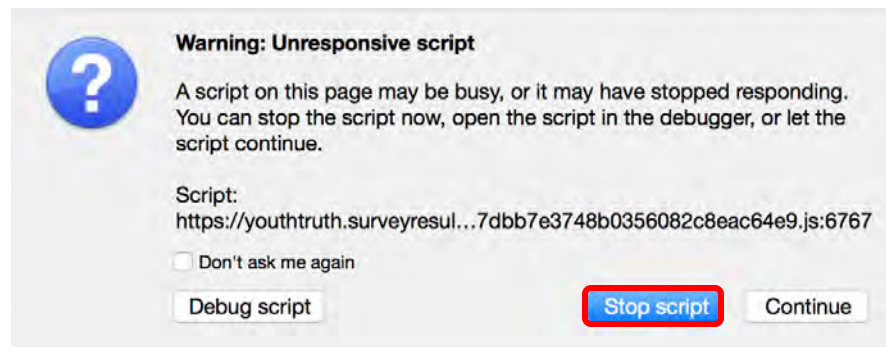
Please [refresh the page](#) in a minute.

This page will automatically refresh in 42 seconds.

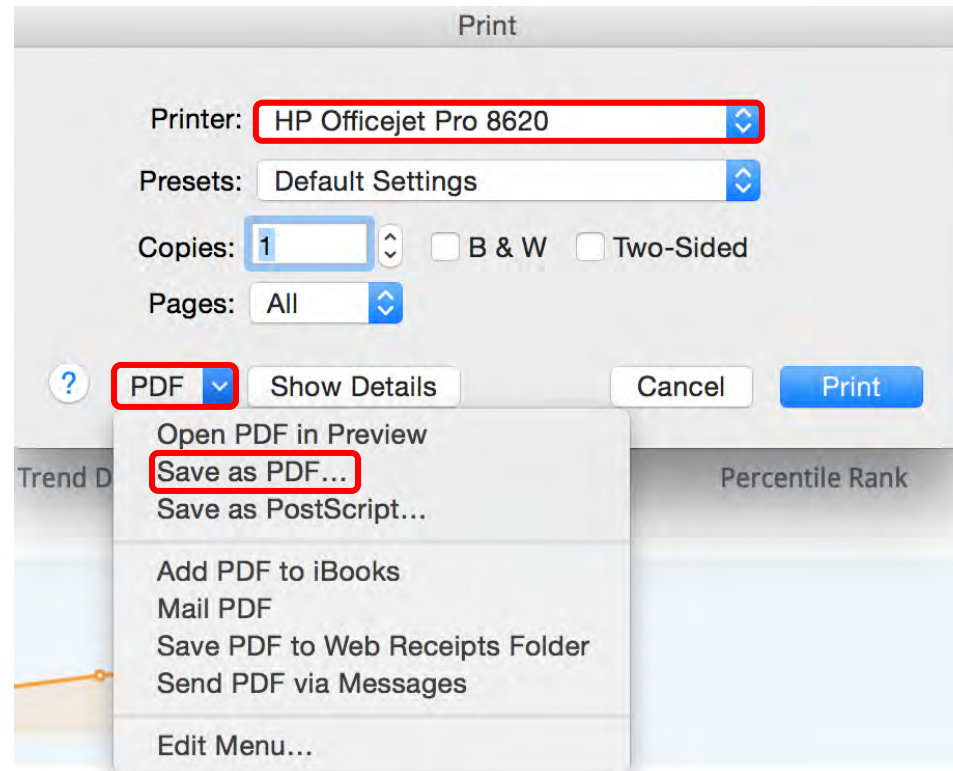
3. Once the report has been compiled for printing, click the Firefox menu icon, then click 'Print'.



If a "Warning: Unresponsive script" dialogue box pops up, click "Stop script"



4. It's likely that the printer dialogue box that you see will look differently than the below screenshot. If this is the case, it's because your computer has a different printer driver installed. While the design may be different, the function is similar.
- If you would like to print a physical copy of your report, select your printer from the Printer dropdown menu.
 - If you would like to create a PDF to save to your computer, choose 'Save as PDF...' from the PDF dropdown menu (depending on the printer driver you have installed, the language used could also be 'Print to PDF', 'Adobe PDF' or something similar).



If you chose a physical printer as the destination, you can now click 'Print' and you're done. If you selected 'Save as PDF', continue to the next step...

5. Select where you would like to save the PDF of your report (to your desktop, to a specific folder, etc.), name your report something meaningful to you, and click 'Save'.

Print

Save As:

Tags:

Where:

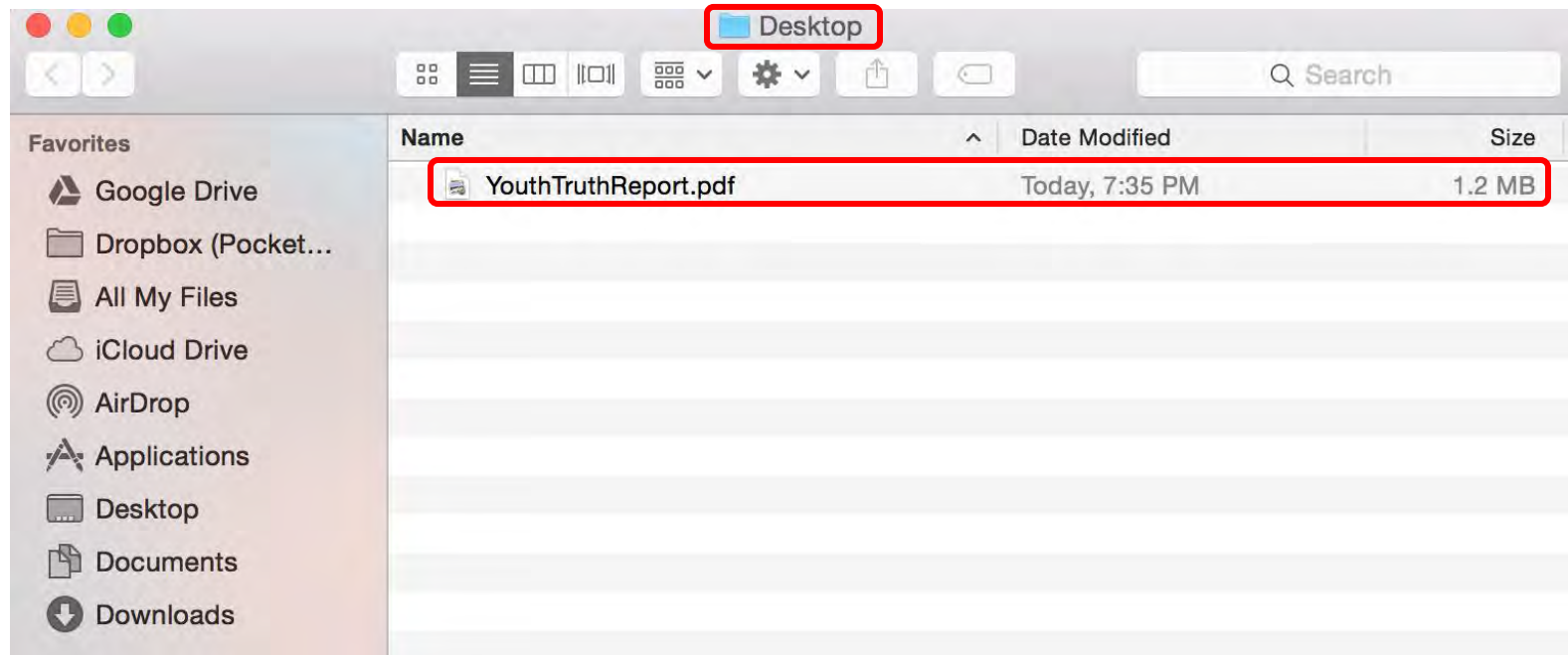
Title:

Author:

Subject:

Keywords:

6. Lastly, navigate to where you saved the YouthTruth report, and you will find your saved PDF version.



**PDF & Printing Instructions for:
Safari (Mac)**

1. Open the report that you would like to print and click the 'Print' button in the upper right hand corner.



2. Wait up to 60 seconds for the charts and data in your report to compile for printing.

This will just take a moment...

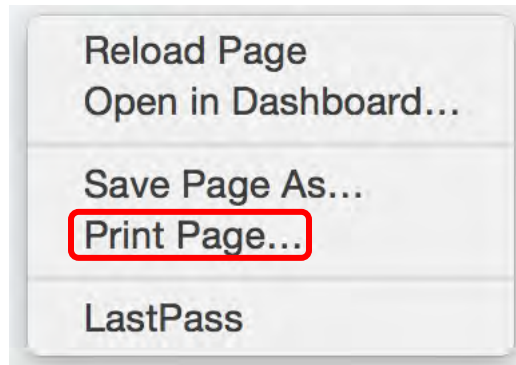
The charts and data in your report are being compiled for printing. We appreciate your patience.

CEP clients, please note that you can access a formatted-for-print PDF report in the "Getting Started" section of your report.

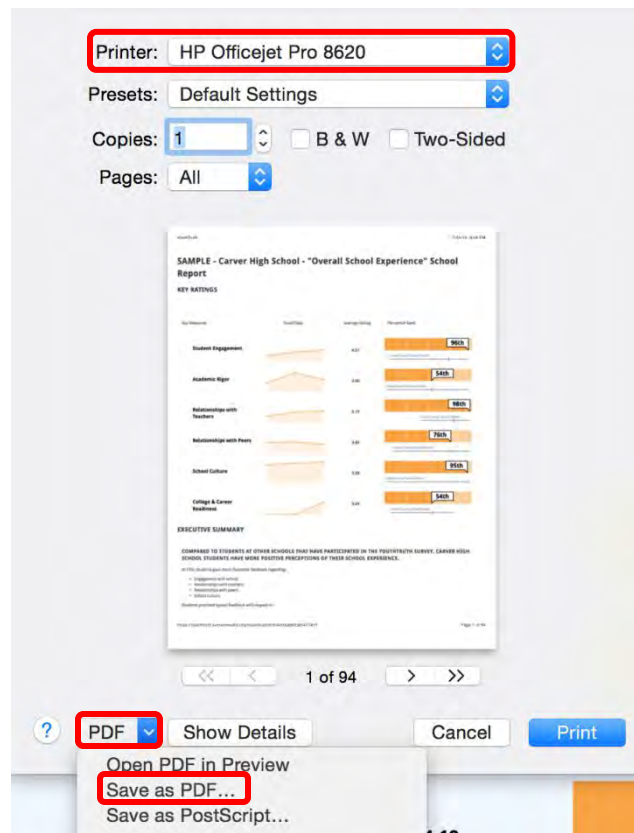
Please [refresh the page](#) in a minute.

This page will automatically refresh in 42 seconds.

3. Once the report has been compiled for printing, right click anywhere within the report and click 'Print Page...'.



4. It's likely that the printer dialogue box that you see will look differently than the below screenshot. If this is the case, it's because your computer has a different printer driver installed. While the design may be different, the function is similar.
- If you would like to print a physical copy of your report, select your printer from the Printer dropdown menu.
 - If you would like to create a PDF to save to your computer, choose 'Save as PDF...' from the PDF dropdown menu (depending on the printer driver you have installed, the language used could also be 'Print to PDF', 'Adobe PDF' or something similar).



If you chose a physical printer as the destination, you can now click 'Print' and you're done. If you selected 'Save as PDF', continue to the next step...

5. Select where you would like to save the PDF of your report (to your desktop, to a specific folder, etc.), name your report something meaningful to you, and click 'Save'.

Print

Save As:

Tags:

Where:

Title:

Author:

Subject:

Keywords:

6. Lastly, navigate to where you saved the YouthTruth report, and you will find your saved PDF version.

