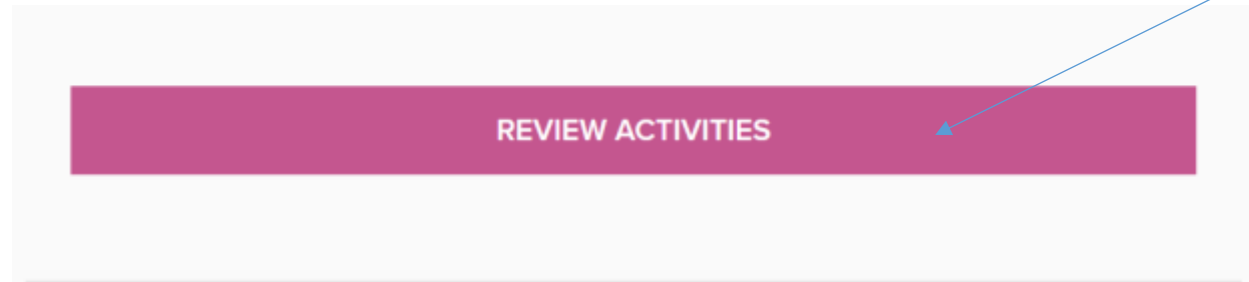


HOW TO PRINT YOUR DATA FROM THE APR SYSTEM

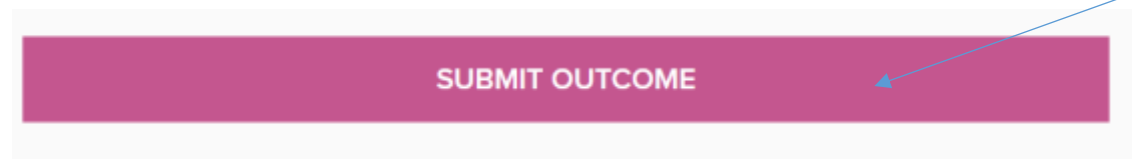
After you complete each section of the APR, you will find a Review button at the bottom of the page.

Click on this button and the system will generate a report for you.



Review your data for this section and make any corrections needed. If the data is correct, then you are ready to print. For Each section, you will see a REVIEW button at the bottom. At the last section, Outcomes, after you have reviewed this data you will see a SUBMIT button.

MAKE SURE YOU CLICK THE SUBMIT OUTCOME BUTTON



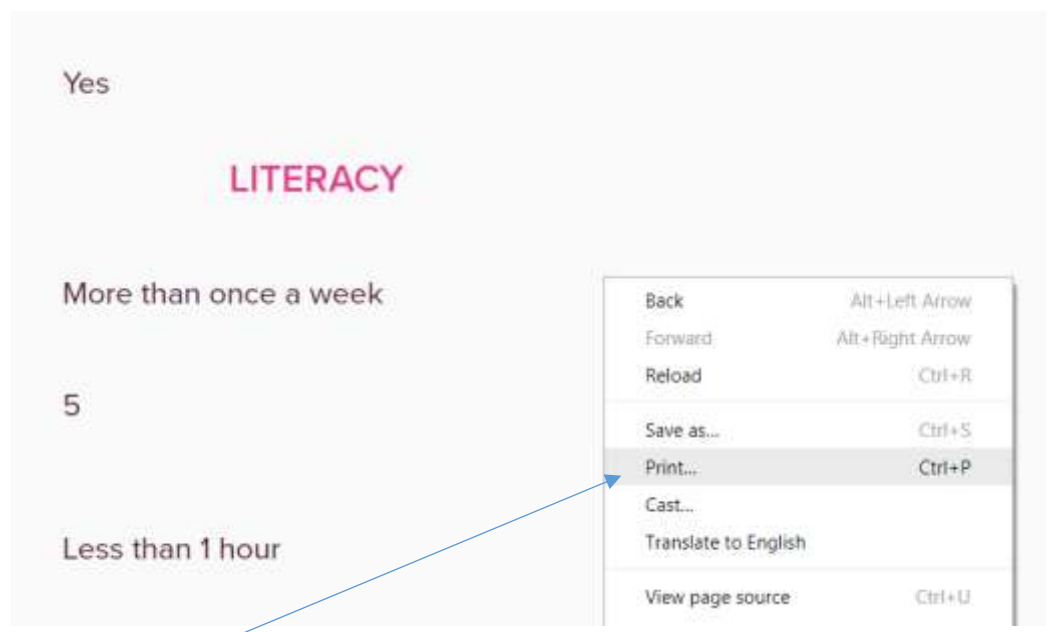
You will see a green bar at the bottom to verify that you have submitted your data to the system.

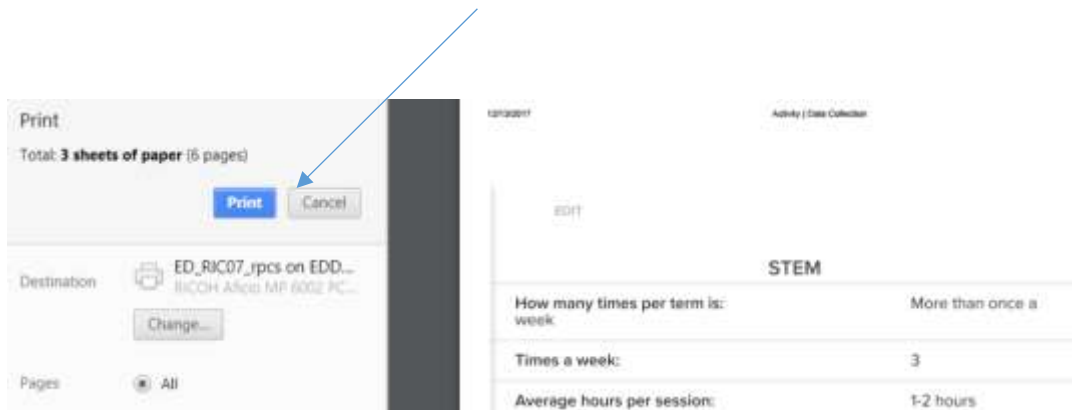


Now, back to printing your summary for each section:

RIGHT CLICK on the Summary and a special menu will pop up. From this menu, select **PRINT**.

The Print Menu Dialog Box should appear along with a preview of the summary it will print.

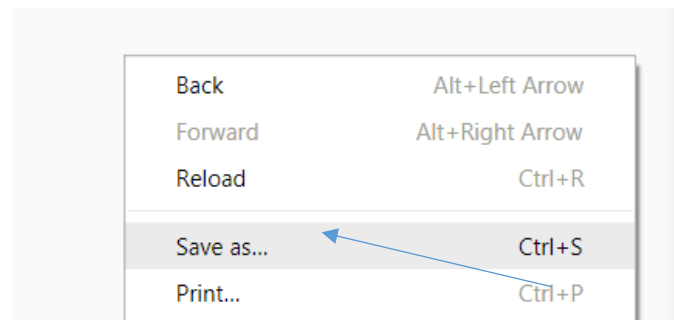




Click the PRINT button to get a hard copy of the data you entered.

HOW TO SAVE DATA TO A FILE: You can save the data to a web page file (that you will be able to view from a web browser)

After you click Review, In the Summary, Right Click to bring up the special menu... This time, select SAVE AS from the menu



A Save As dialog box will appear, it needs directions on WHERE you want to save this file.

Select a Folder or location on your computer and then, **click the SAVE button.**

