## **ASSIST Transfer Channel**

The Official Newsletter of ASSIST

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## **Printing ASSIST Reports**

We often hear that ASSIST reports are not printed in a format that is easy to read and use. We are told that the heading information is missing, the lines are not wrapping properly, or the report elements don't fit nicely on one page. These issues are almost always resolved by the PDF version of the report. This article walks you through the few short steps to printing ASSIST reports that are formatted specifically for use as printed documents.

After making choices in ASSIST about the type of transfer information you want to see, an ASSIST report is displayed. The transfer information is shown in HTML format to make it easy to navigate long reports on the Web and to keep heading information visible while viewing the entire report.

	Print This Report	Change	e Report or Institution					
Articulation Agreement by Major Effective During the 05-06 And 06-07 Academic Years To: CSU Chico Y   From: American River College 05-07 General Catalog Semester 105-06 General Catalog Semester								
Articulation Agreement by Major Effective during the 05-06 And 06-07 Academic Years —Music - Music Composition Option— PROGRAM PREREQUISITE - BEFORE GAINING ACCEPTANCE AS A MUSIC MAJOR, EACH STUDENT (INCLUDING TRANSFER STUDENTS) MUST BE INTERVIEWED AND/OR AUDITIONED BY AN APPROPRIATE FACULTY COMMITTEE. STUDENTS WILL BE GIVEN A MUSIC THEORY AND EAR TRAINING PLACEMENT EXAM TO DETERMINE MUSIC COMPETENCE. PLEASE CONSULT								
LOWER DIVISION CORE PROGRAM								
MUSC 101	Theory I		Music Theory (CAN MUS 2)	(4)				
MUSC 102	Theory II	1	Music Theory (CAN MUS 4)					
MUSC 103	Aural Musicianship	(1) MUFHL 400						
MUSC 104	Aural Musicianship	(1) MUFHL 401 	Music Theory (CAN MUS 4)					
MUSC 105	Beginning Piano	(1) MUIVI 340 						
MUSC 106	Beginning Piano	(1) MUIVI 341		(2) 🔽				

This HTML report, however, is not good for printing because limited heading information appears only at the top of the first printed page, footers are displayed only at the end of the report, and the pages are not numbered.

At the top of an ASSIST report, there are two large orange buttons.



Click the **Print This Report** button to generate a PDF version of the report for printing.

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- Bages	8/16/2005       www.assist.org       Fage 1         Articulation Agreement by Major       Effective during the 05-06 And 06-07 Academic Years         To: CSU Chico       FA: American River College         05-07 General Catalog       Semester        Music - Music Composition Option         PROGRAM PREBEQUISITE - BEFORE GAINING ACCEPTANCE AS A MUSIC NAJOR, EACH STUDENT (INCLUDING TRANSPER STUDENTS) MUST BE INTERVIEWED AND/OR AUDITIONED BY AN APPROFRIATE FACULTY COMMITTEE. STUDENTS WILL BE GIVEN A MUSIC THEORY AND EAR TRAINING FLACEMENT EXAM TO DETERMINE MUSIC COMPETENCE. FLEASE CONSULT DEPARTMENT FOR DETAILS.						
( <u>s</u>	LOWER DIVISION CORE PROGRAM						
Attachments	MUSC 101	Theory I	(3)   MUFHL 400	Music Theory (CAN MUS 2)	(4)		
Atta		Theory II	(3)   MUFHL 401		(4)		
ta la		Aural Musicianship	(1)   MUFHL 400		(4)		
Comments		Aural Musicianship	(1) MUFHL 401 	Music Theory (CAN MUS 4)	(4)		
0		Beginning Piano		Beginning Piano (CAN MUS 22)			
	MUSC 106	Beginning Piano	(1) MUIVI 341	Beginning Piano (CAN MUS 24)	(2)	-	
=		1 of	2	<ul> <li>Image: Image: Ima</li></ul>			

The PDF version includes proper formatting for printed reports, which means that it includes heading information, footers, and page numbers on each page. Now that the

report is in a printable format, click the printer icon in the top border of the window where the report is displayed, or choose "Print" from the **File** menu. In either case, the familiar print window is displayed where you make choices about which printer to use, which pages to print, etc.

That's all there is to it.

Adobe Reader must be installed on your computer to display and print PDF files. Adobe Reader is a free plug-in available from the Adobe Web site at:

http://www.adobe.com/products/acrobat/readstep2.html. It is very simple to download and install, but if you're uncomfortable installing the plug-in, ask the technical support person at your campus for help.