

Printing the University Supervisor's Midterm and Final Evaluations in LiveText

1. Go to LIVE TEXT
2. Expand it until it is full screen (undock button)
3. There are 3 sections here: (Click to open them up and expand to full screen. Hint- Start opening the sections up from the bottom up.)
 - a. Evaluation
 - b. Dispositions
 - c. Midterm Status

10a. Print in Firefox (Mozilla):

- Scroll down the page until the # 7 row is visible at the top of the page in the evaluation section
- Right click and hit Select All
- Go to File at the top of the screen
- Click Page Setup button at very top of page
- Click Format & Options Tab
- Put a check in the Print Background Box (Print out will now show colored boxes.)
(Items in yellow usually only need to be done once.)
- Click OK
- Click Print button at very top of page
- Under Print Range- Click **Selection**
- Click OK

****The name no longer prints out on the form therefore you need to write it on your hard copy.***

*** *Due to recent format changes in LiveText you can no longer print out the entire document in Internet Explorer. We will inform you if this situation changes**