



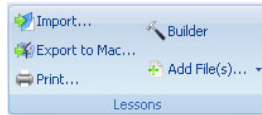
CPS Quick Step Guide

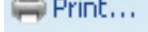
Print Lessons from CPS and Word

Print Lesson from CPS

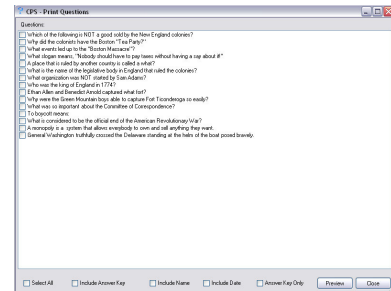
CPS lessons need to be printed for use with the There It Is! team activity. Lessons can be printed directly from CPS or they can be exported to a word processing application.

1. Click the **Prepare>Lessons and Assessments** tab.
2. **Select the lesson** you want to print from the lesson side of the screen.



3. Click **Print...**  in the Lessons group **Print...**. The CPS – Print Questions window appears.

4. **Check the boxes** in front of the questions you want to print, or click Select All in the lower left corner to include all questions.

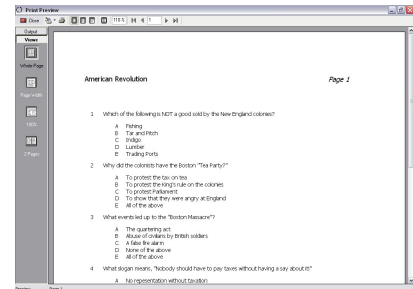


CPS – Print Questions Window


5. **Choose which options** you want printed from the selections at the bottom of the Print Questions Window: answer key, name, date, just an answer key, or any combination of these options.





6. Click the **Preview** button **Preview**. The Print Preview window opens showing the selected questions just as they will print.



Print Preview Window

7. Click **Print**  to print the selected questions as they appear. Only one copy of the lesson can be printed at one time. Use the next section to print multiple copies from a word processing application.

8. Click **Close**  to return to the CPS – Print Questions window.

9. Click **Close**  to return to the **Prepare>Lessons and Assessments** tab.




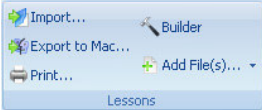


CPS Quick Step Guide

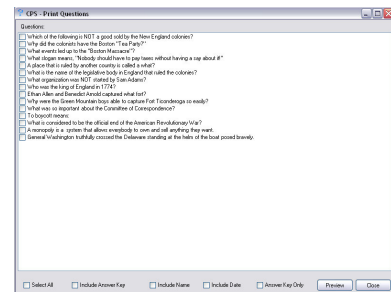
Print Lesson from Word Processing Application

If you wish to print multiple copies of a lesson, it may be easier to print from a word processing application.

1. Click the **Prepare>Lessons and Assessments** tab.
2. **Select the lesson** you want to print from the lesson side of the screen.

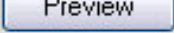
3. Click **Print...**  in the Lessons group . The CPS – Print Questions window appears.

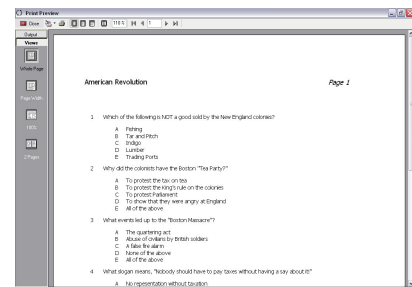
4. **Check the boxes** in front of the questions you want to print, or click Select All in the lower left corner to include all questions.




CPS – Print Questions Window

5. **Choose which options** you want printed from the selections at the bottom of the Print Questions Window: answer key, name, date, just an answer key, or any combination of these options.

6. Click the **Preview** button . The Print Preview window opens showing the selected questions just as they will print.



Print Preview Window

7. Click **Export to File**  to save the report in Rich Text Format (*.rtf).
8. Navigate your computer to select where to save the file in the **Save in:** text box.
9. Type a name for the file in the **File name:** text box.
10. Click **Save**.
11. Click **OK** in the RTF Export Setup screen.
12. The file will open with your default word processing application (i.e. Microsoft Word). Make any necessary changes and use the program's print option to print.

