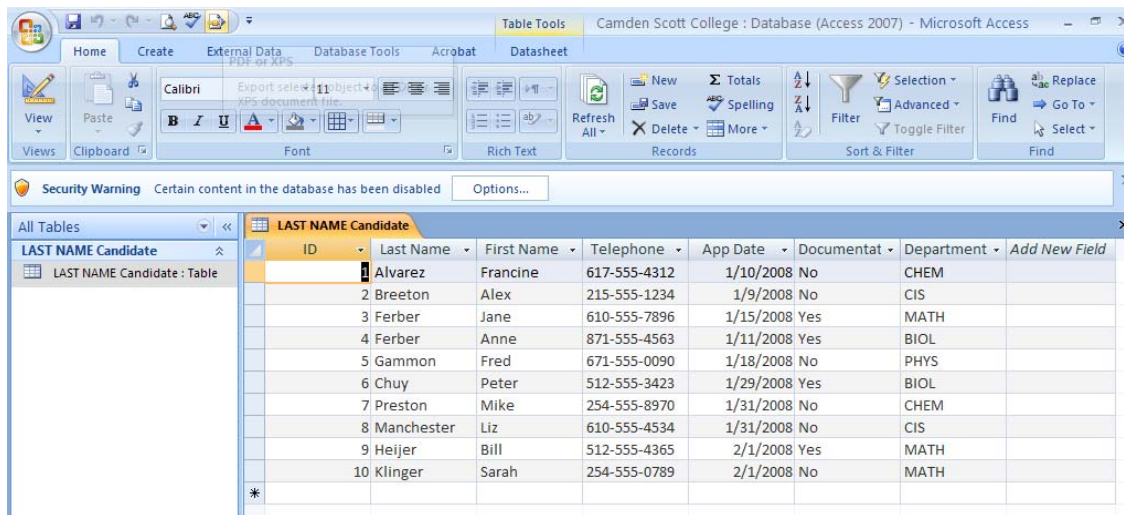


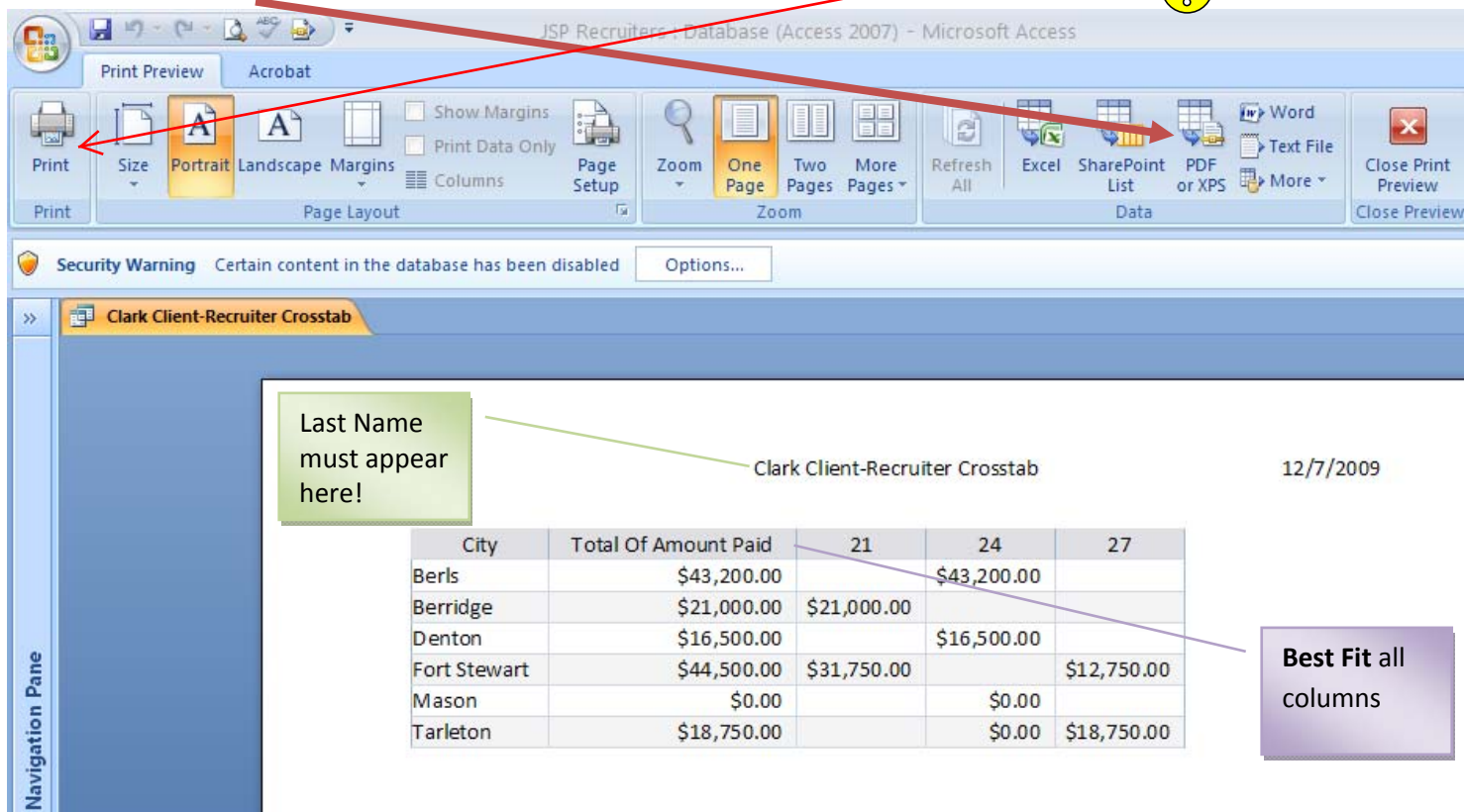
PUBLISHING ACCESS FILES FOR GRADING

1. Open your item that you would like to submit/print for grading



ID	Last Name	First Name	Telephone	App Date	Documentat	Department
1	Alvarez	Francine	617-555-4312	1/10/2008	No	CHEM
2	Breton	Alex	215-555-1234	1/9/2008	No	CIS
3	Ferber	Jane	610-555-7896	1/15/2008	Yes	MATH
4	Ferber	Anne	871-555-4563	1/11/2008	Yes	BIOL
5	Gammon	Fred	671-555-0090	1/18/2008	No	PHYS
6	Chuy	Peter	512-555-3423	1/29/2008	Yes	BIOL
7	Preston	Mike	254-555-8970	1/31/2008	No	CHEM
8	Manchester	Liz	610-555-4534	1/31/2008	No	CIS
9	Heijer	Bill	512-555-4365	2/1/2008	Yes	MATH
10	Klinger	Sarah	254-555-0789	2/1/2008	No	MATH

2. Open Print Preview
3. Make sure that you have your last name in the header section and all of your columns (fields) are Best Fit. Remember for most items you need Landscape orientation and Normal Margins.
4. Choose PDF or XPS on the Print Preview ribbon or Print to Adobe PDF printer ?



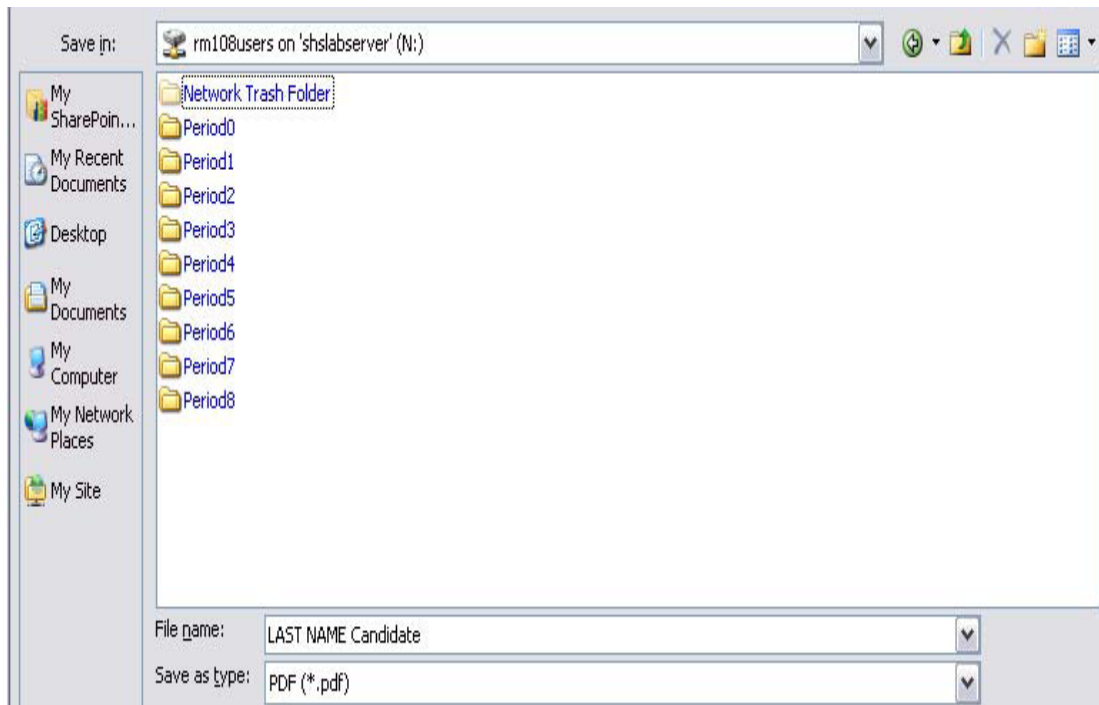
Clark Client-Recruiter Crosstab

12/7/2009

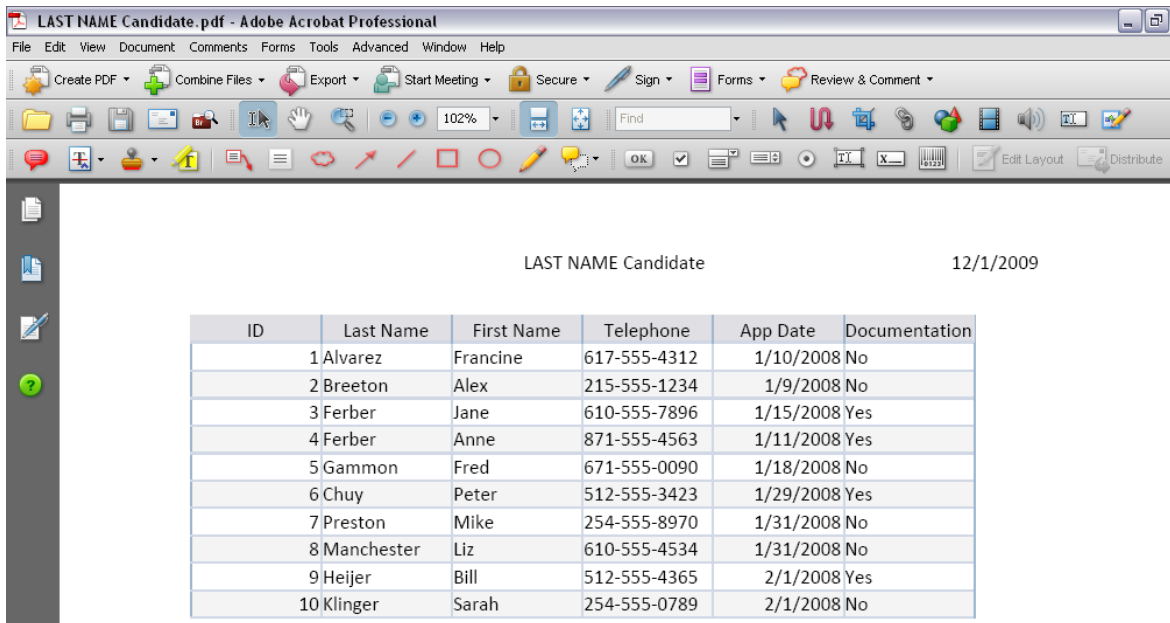
City	Total Of Amount Paid	21	24	27
Berls	\$43,200.00		\$43,200.00	
Berridge	\$21,000.00	\$21,000.00		
Denton	\$16,500.00		\$16,500.00	
Fort Stewart	\$44,500.00	\$31,750.00		\$12,750.00
Mason	\$0.00		\$0.00	
Tarleton	\$18,750.00		\$0.00	\$18,750.00

Best Fit all columns

5. A dialog box asking you to publish (save) your PDF file appears.
6. Navigate to your 108users folder and save within the correct Access Chapter folder. Make sure the filename contains your last name!!



7. Your new file will automatically open in Adobe and display your final version.



8. If everything looks correct then you may drop your file for grading!
 - a. To submit your newly created PDF file for grading, you will need to navigate back to your 108users folder where you saved your PDF file. Copy and paste into the dropbox for grading.



There are multiple drop boxes, so make sure you are copying and pasting into the correct folders!