Directions for Printing/Saving Seating Charts from Infinite Campus **- THANKS MRS. LYMAN AND MRS. BURNIGHT**

1. OPEN WHATEVER SEATING CHART YOU WISH TO PRINT
2. CLICK ON **“REPORT OPTIONS”** IN THE GRAY RECTANGULAR BOX
3. 
4. FROM THE POP-UP WINDOW, CHOOSE **PORTRAIT OR LANDSCAPE** FROM THE DROP DOWN MENU, THEN

**CLICK THE BOX** FOR WHATEVER INFORMATION YOU WISH TO DISPLAY. (PICTURES AREN’T LOADED YET).

1. ONCE YOU’VE CHOSEN YOUR OPTIONS, CLICK ON **“GENERATE REPORT**”
2. FIND THE DOWNLOAD ICON ON THE TOP BAR OF THE DOCUMENT THAT OPENED. (3rd Icon with arrow pointing down)



1. IN THE WINDOW THAT POPS OPEN NEXT, CHOOSE “OPEN WITH ADOBE READER”



1. FROM THE NEWLY PRODUCED pdf, **CLICK FILE > SAVE AS >,** AND STORE IT WHERE YOU WANT TO FIND IT. **RENAME IT** WITH THE PERIOD NAME
2. 
3. ONCE IT IS SAVED, YOU CAN HIT PRINT FROM THE PDF FILE ICON. IT SHOULD PRINT TO YOUR DEFAULT PRINTER.