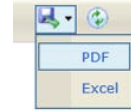


TIPS for saving / printing usable PDF document from ELMS



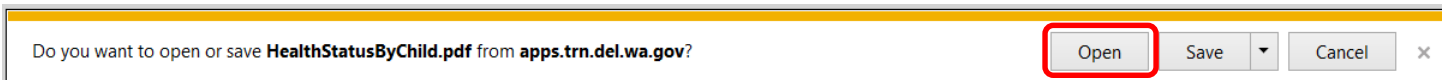
PDF:

Select the PDF option from any report.

For this example, I'm doing a "Health Status By Child" PDF report from the ELMS TRAINING site.

This is not actual child data.

Choose to "Open" the document



Your PDF document will now open in a separate PDF Document.

This Health Status by Child report has 4 pages.

Click on the Down Arrow to view additional pages.



Page 1:

Child Name	Site	Child's First Day in Class	Medical Home	Medical Coverage	Well Child Exam	Individual Health Plan	Chronic Condition	Immunizations	Dental Home	Dental Coverage	Dental Screening	Last Vision Screening Result	Last Hearing Screening Result	Last Height/Weight/BMI Screening Result
Alvarado-Ascencio Antonia (46711)	Bates Early Childhood Learning Center	7/1/2016	Yes	No	08/02/2016 Yes	Needed	Heart Murmur	No	No	No	08/04/2016 Yes			
Deliris Corrin (32154)	Bates Early Childhood Learning Center	7/5/2016	No	No	No	n/a	n/a	No	No	No	01/09/2015 No		08/10/2016 Pass	
Maas Garcia (41795)	Bates Early Childhood Learning Center	7/1/2016	No	No	No	n/a	n/a	No	No	No	12/08/2015 No			
Clotilde Kali (35691)	Bates Early Childhood Learning Center	7/1/2016	No	No	01/30/2015 No	n/a	n/a	No	No	No	05/12/2015 No	08/09/2016 Pass	08/03/2016 Pass	08/03/2016 Healthy Weight
Carrasco Massamba (28530)	Bates Early Childhood Learning Center	7/1/2016	No	No	06/30/2015 No	Needed	Asthma	No	No	No	12/08/2015 No			
McKinney Michelle (39935)	Bates Early Childhood Learning Center	7/1/2016	No	No	04/17/2015 No	n/a	n/a	No	No	No	No			
Paris Mitchell (41793)	Bates Early Childhood Learning Center	7/1/2016	No	No	08/27/2015 Yes	n/a	n/a	No	No	No	12/08/2015 No			
Zujey Ramirez-Bernal (41794)	Bates Early Childhood Learning Center	7/1/2016	No	No	No	n/a	n/a	No	No	No	12/08/2015 No		08/10/2016 Fail	08/10/2016 Healthy Weight

Page 2:

Health Notes
0
6
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The data on page 2 is not going to save or print on the same page with the child's name. This is not helpful.

Let's go BACK to ELMS and view the report as it appears on the screen again.

ELMS Early Learning Management System ****Training R33****

News Child Locations & Classes Staff Monthly Report Admin Reports

Enter search criteria

Washington State Department of Early Learning

ECEAP **Health Status By Child** School Year: 2016-2017
Data As Of: 08/18/2016
Contractor: ESD 121 - Puget Sound ESD

This report shows children's status as of today. It is intended for use by health advocate staff to help guide work with families and is not intended for monitoring. This report has different data than the Health Monitoring report or the health sections of the Monitoring Dashboard.

For well-child exams and dental screenings, "Expired" means that the child had an exam that meets ECEAP requirements for the year, but another is due now to meet pediatric recommendations. "No" means the child has not yet had an exam that meets the ECEAP requirements.

Child Name	Site	Child's First Day in Class	Medical Home	Medical Coverage	Well Child Exam	Individual Health Plan	Chronic Condition	Immunizations	Dental Home	Dental Coverage	Dental Screening	Last Vision Screening Result	Last Hearing Screening Result	Last Height/Weight/BMI Screening Result	Health Notes
Alvarado-Ascencio Antonia (46711)	Bates Early Childhood Learning Center	7/1/2016	Yes	No	08/02/2015 Yes	Needed	Heart Murmur	No	No	No	08/04/2015 Yes				0
Delins Corrin (32154)	Bates Early Childhood Learning Center	7/5/2016	No	No	No	n/a	n/a	No	No	No	01/09/2015 No		08/10/2015 Pass		6

The "Health Notes" column shows on the same page while viewing the report.

Right-Click on your mouse, while viewing the page, and select "Print Preview"

Health Status By Child

Print Preview

1 Page View Shrink To Fit

ELMS - Early Learning Management System Page 1 of 1

ECEAP Health Status By Child

This report shows children's status as of today. It is intended for use by health advocate staff to help guide work with families and is not intended for monitoring. This report has different data than the Health Monitoring report or the health sections of the Monitoring Dashboard.

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Contractor:

Child Name	Site	Child's First Day in Class	Medical Home	Medical Coverage	Well Child Exam	Individual Health Plan	Chronic Condition	Immunizations	Dental Home	Dental Coverage	Dental Screening	Last Vision Screening Result	Last Hearing Screening Result	Last Height/Weight/BMI Screening Result	Health Notes
Alvarado-Ascencio Antonia (46711)	Bates Early Childhood Learning Center	7/1/2016	Yes	No	08/02/2016 Yes	Needed	Heart Murmur	No	No	No	08/04/2016 Yes				0
Deliris Corrin (32154)	Bates Early Childhood Learning Center	7/5/2016	No	No	No	n/a	n/a	No	No	No	01/09/2015 No		08/10/2016 Pass		0
Maas Garcia (41795)	Bates Early Childhood Learning Center	7/1/2016	No	No	No	n/a	n/a	No	No	No	12/08/2015 No				0
Clotilde Kall (38891)	Bates Early Childhood Learning Center	7/1/2016	No	No	01/30/2015 No	n/a	n/a	No	No	No					No
Carrasco Massamba (38330)	Bates Early Childhood Learning Center	7/1/2016	No	No	08/30/2015 No	Needed	Asthma	No	No	No					No
McKinney Michele (38958)	Bates Early Childhood Learning Center	7/1/2016	No	No	04/17/2015 No	n/a	n/a	No	No	No					No
Paris Mitchell (41783)	Bates Early Childhood Learning Center	7/1/2016	No	No	08/27/2015 Yes	n/a	n/a	No	No	No					No
Zuley Ramirez-Bernal	Bates Early Childhood Learning Center	7/1/2016	No	No		n/a	n/a	No	No	No					12/08/2015

Your report may, or may not, show up on one page now.

View the columns on the right hand side. Can you see all of the columns?

If not, change the Print Preview selection from "Portrait" to "Landscape" option.

Print Preview

1 Page View Shrink To Fit

I can now see all of the columns, as shown below.

Print Preview

1 Page View Shrink To Fit

ELMS - Early Learning Management System Page 1 of 1

ECEAP Health Status By Child

School Year: 2016-2017
Data As Of: 08/18/2016
Contractor: ESD 121 - Puget Sound ESD

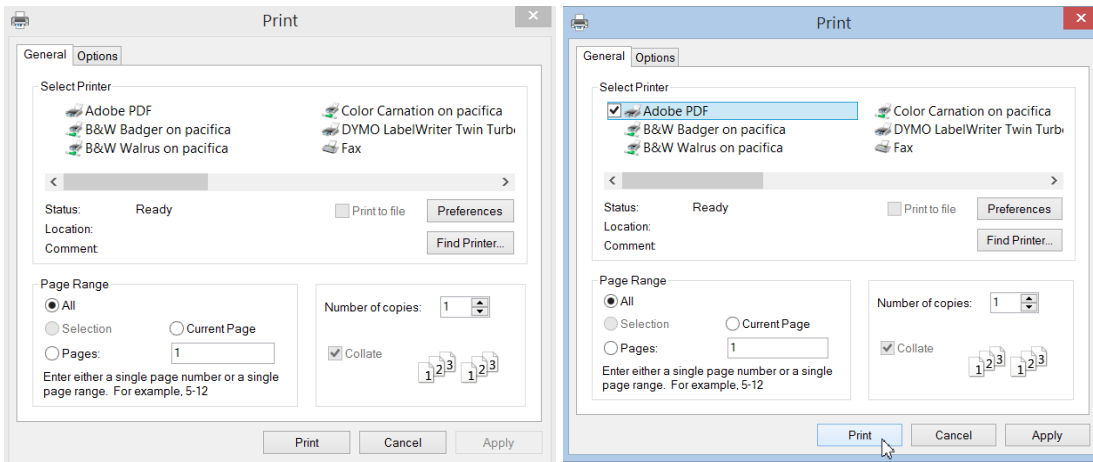
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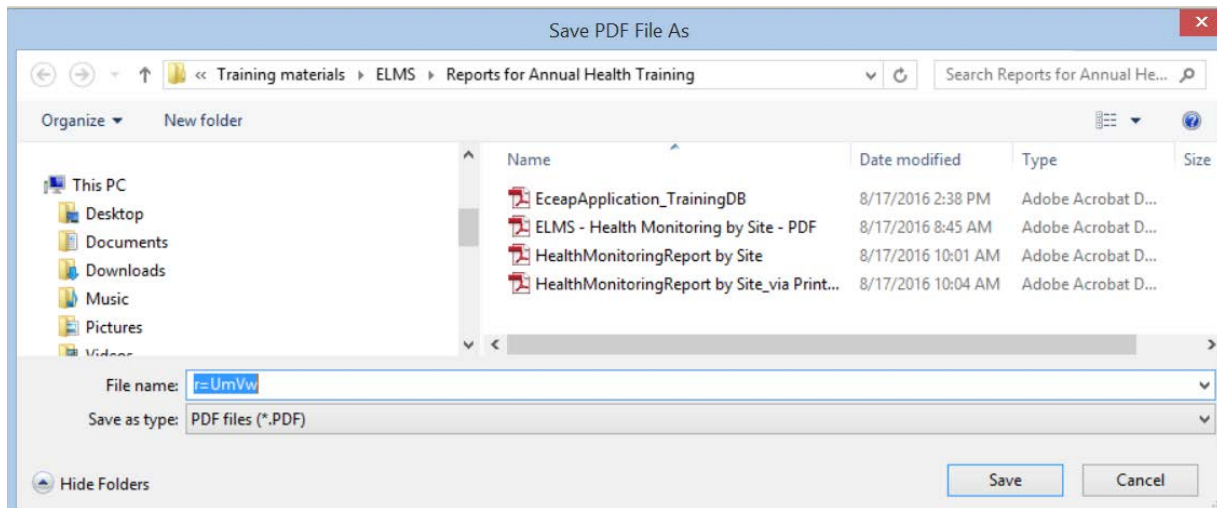
Child Name	Site	Child's First Day in Class	Medical Home	Medical Coverage	Well Child Exam	Individual Health Plan	Chronic Condition	Immunizations	Dental Home	Dental Coverage	Dental Screening	Last Vision Screening Result	Last Hearing Screening Result	Last Height/Weight/BMI Screening Result	Health Notes
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Deliris Corrin (32154)	Bates Early Childhood Learning Center	7/5/2016	No	No	No	n/a	n/a	No	No	No	01/09/2015 No		08/10/2016 Pass		0
Maas Garcia (41795)	Bates Early Childhood Learning Center	7/1/2016	No	No	No	n/a	n/a	No	No	No	12/08/2015 No				0

Now that I can see the entire report, I can select the PRINT Option.

Click on the Printer Icon



I now have the option to Print to Adobe PDF or Print to an actual Printer.
If you select Adobe PDF, and hit the Print button, a new screen will pop up.



You can now choose your "File Name" and where you want to save your PDF document.