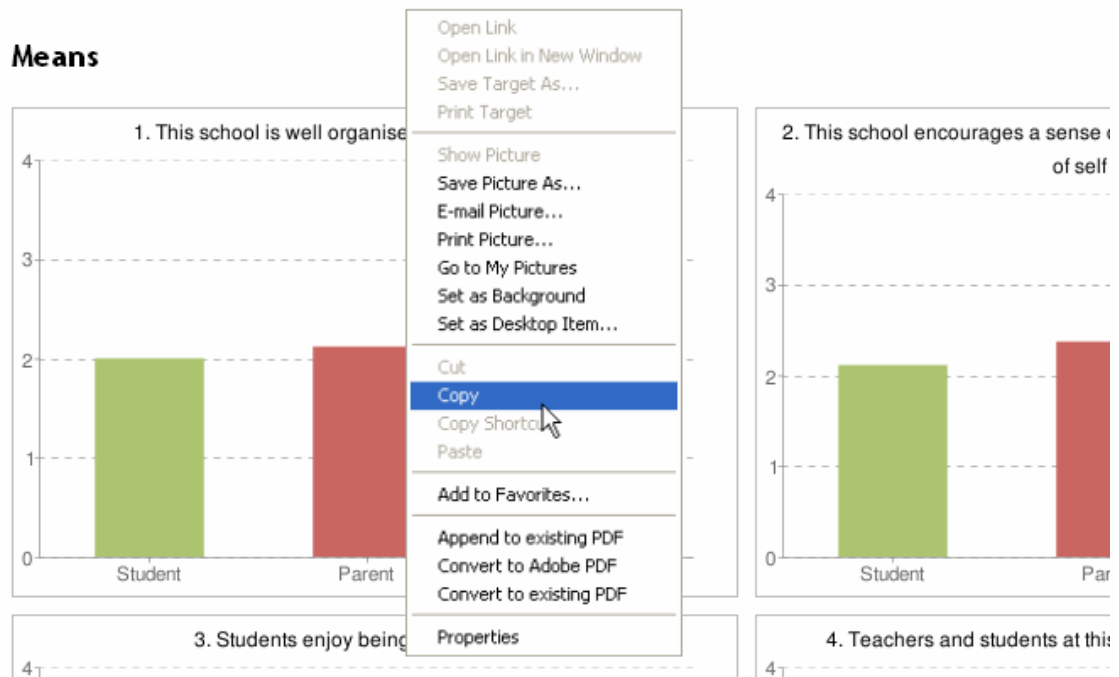


COPYING A SINGLE GRAPH TO PASTE INTO A MS WORD DOCUMENT

- Using your mouse, right click at the required graph, and then select 'Copy'.



- With your 'Word' document open and the mouse located at the point where the graph is to be placed, paste the graph using either method 1. or 2. in the 'Edit' menu.

The screenshot shows the Microsoft Word interface with the 'Edit' menu open. The 'Paste' option is highlighted with a red '1' and the 'Paste Special...' option is highlighted with a red '2'. The document content is partially visible, showing a section titled 'STUDENT AND TEACHER SATISFACTION'.

STUDENT AND TEACHER SATISFACTION

was conducted in November 2008. Parents, teachers and students in Years 5 to 10 were interviewed. There were 39 returns from a possible 95 families. 66 students responded as did 12 teachers.

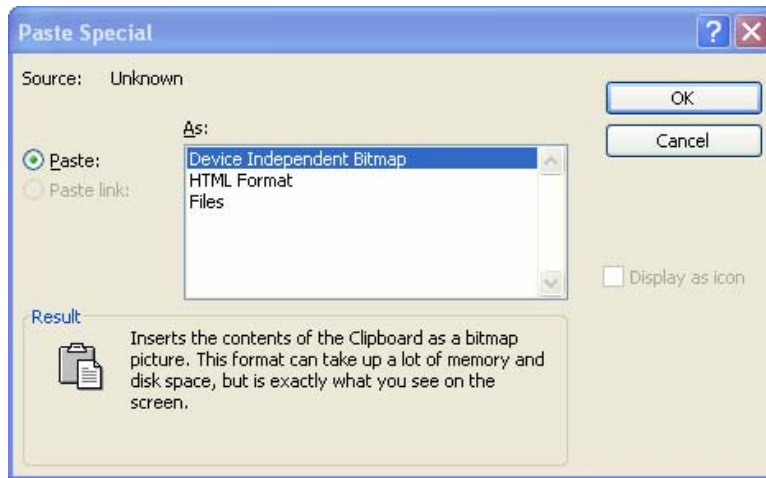
They indicated what the target groups believed about a range of school operational issues. The issues included:

- Environment
- Quality of teaching
- Communication
- Curriculum outcomes and responsiveness
- Relationships amongst staff.

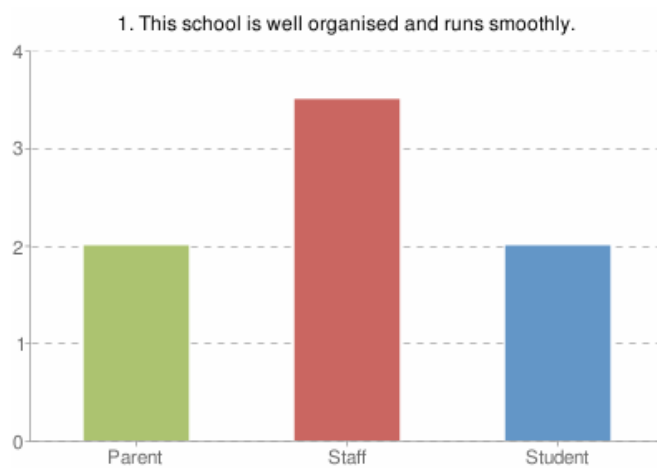
Parents were overwhelmingly positive in the survey. Over 85% of parents responded positively to all but two of the statements in the survey. They were very happy with the school environment, the quality of teaching, communication from the school and the curriculum outcomes of the school. Some minor concern was expressed about how well the students understood the school's Rules and Consequences.

Students

3. Then select 'Device Independent Bitmap' from the dialogue box that appears



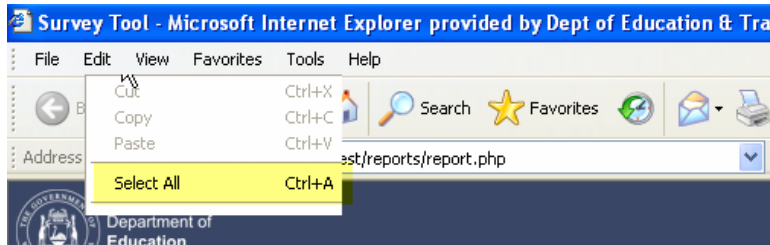
4. Your graph will then appear:



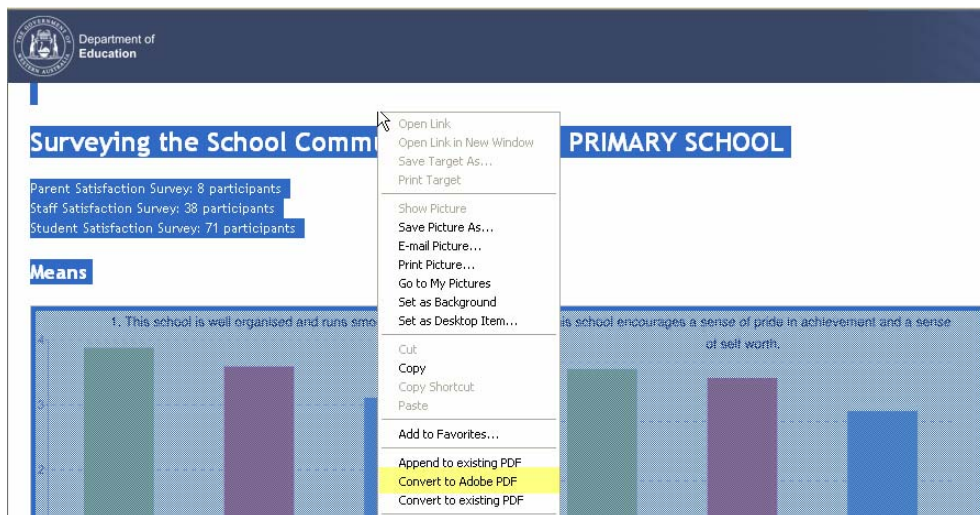
REPORTING ALL GRAPHS

Option 1 - If you have PDF Writer software installed on your PC e.g. Adobe Acrobat Professional

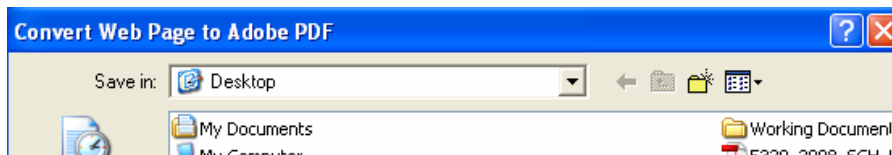
1. After going to the Graphic Report option, do 'Select All' from the browser Edit menu



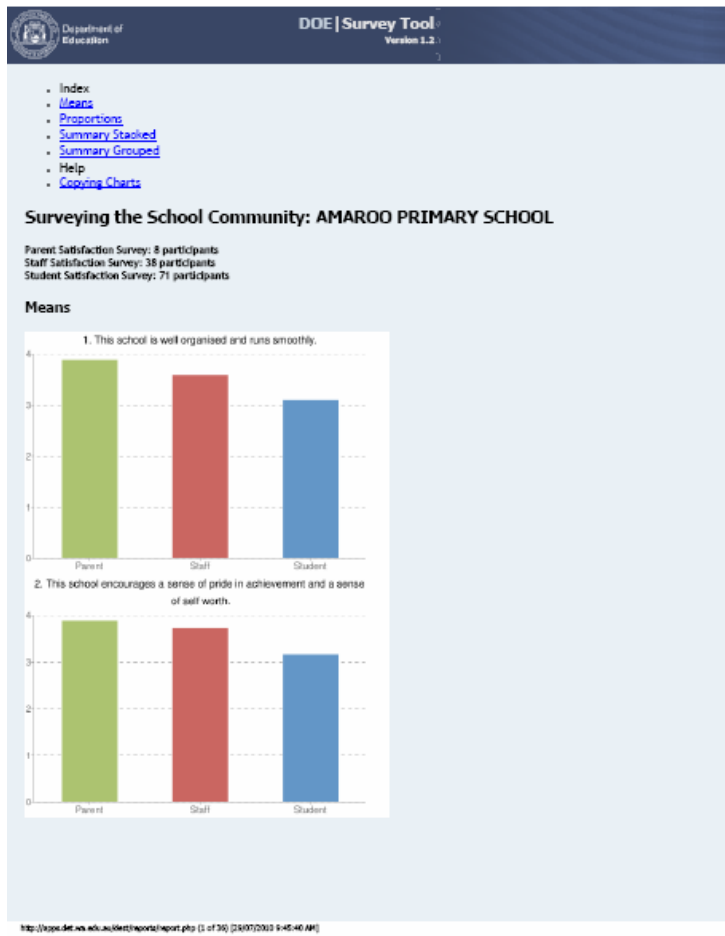
2. Using your mouse 'right-click' on the selected content. From the menu options available, select the option that converts to a PDF document (in this instance it is using Adobe PDF).



3. Save the PDF to a location on your PC



4. The PDF report containing all graphs can then be printed, emailed or posted on your website

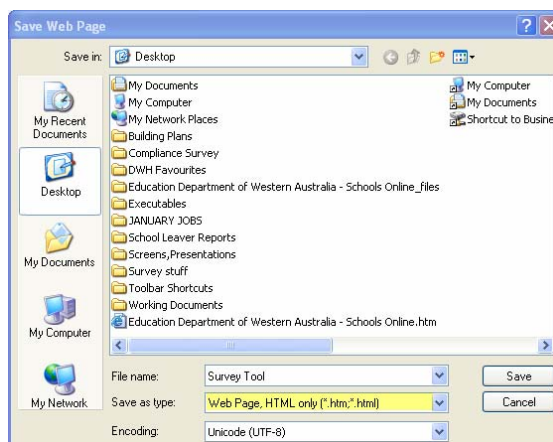


Option 2 – To create an HTM file format.

1. After going to the Graphic Report option, select 'File' in your browser menu, then select 'Save As...'



2. Then choose a location to save your HTM file



3. This produces an HTM file containing all graphs that can be printed, emailed or posted on your website.

