

Printing Options in Cal Answers

Cal Answers dashboard reports offer two types of print formats PDF or HTML for your data results along with two location options from which to print:

1. **Page Options** in the upper right hand corner of the report page
2. **Print** hyperlink under the data tables, charts or Filter key at the bottom of the report page

The screenshot shows the CalAnswers dashboard for Undergraduate Applicants. The top navigation bar includes links like Home, Recent, Catalog, Favorites, Dashboards, New, Open, and Signed In As. The main content area displays three tables: Applicant Headcount, Admitted Headcount, and Statement of Intent to Register Headcount. The Applicant Headcount table shows data for 2011-12 and 2012-13. The Admitted Headcount table shows data for 2011-12 and 2012-13. The Statement of Intent to Register Headcount table shows data for 2011-12 and 2012-13. The 'Page Options' menu is open in the top right, showing options like Printable PDF, Printable HTML, Print, Export to Excel, Refresh, Add To Briefing Book, Create Bookmark Link, and Create Prompted Link. The 'Print' hyperlink is highlighted under the Applicant Headcount table. The 'Printable PDF' and 'Printable HTML' options are highlighted in the 'Page Options' menu and the 'Print' dropdown menu.

When printing from the **Page Options** location your print document will include the data table filters from the Filters/Prompt section at the top of the dashboard page along with the data table and Filter Key. Using the **Print** hyperlink under the data table will only display the data table and Filter Key. *See examples on next page.*

Page Options - Print to PDF Output Example

Filters

Academic Year 2012-13, 2011-12

Derived Residency None

Semester None

Applicant Type New Freshmen

Page filters

Applicant Headcount
Data is for full academic years only.

	2011-12	2012-13
Cig of Chemistry	2,573	3,080
Cig of Engineering	9,630	12,262
Cig of Environmental Design	1,091	1,155
Cig of Letters & Science	36,044	40,994
Cig of Natural Resources	3,653	4,240
Grand Total	52,991	61,731

Admitted Headcount
Data may be semester-specific, based on the filter values chosen above.

	2011-12	2012-13
Cig of Chemistry	539	474
Cig of Engineering	1,803	1,608
Cig of Environmental Design	226	180
Cig of Letters & Science	10,411	10,265
Cig of Natural Resources	843	764
Grand Total	13,822	13,291

Statement of Intent to Register Headcount
Data may be semester-specific, based on the filter values chosen above.

	2011-12	2012-13
Cig of Chemistry	187	135
Cig of Engineering	685	591
Cig of Environmental Design	99	80
Cig of Letters & Science	4,110	4,029
Cig of Natural Resources	409	318
Grand Total	5,490	5,153

Academic Yr is equal to 2012-13 , 2011-12
and Applicant Type Desc is equal to New Freshmen

Data table

Filter key

Admissions data is updated three times per year, with all data being finalized in October.

Print - Print to PDF Output Example – no page filters included

Admitted Headcount
Data may be semester-specific, based on the filter values chosen above.

	2011-12	2012-13
Cig of Chemistry	539	474
Cig of Engineering	1,803	1,608
Cig of Environmental Design	226	180
Cig of Letters & Science	10,411	10,265
Cig of Natural Resources	843	764
Grand Total	13,822	13,291

Academic Yr is equal to 2012-13 , 2011-12
and Applicant Type Desc is equal to New Freshmen

Admissions data is updated three times per year, with all data being finalized in October.

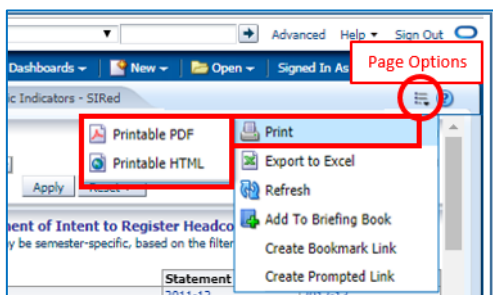
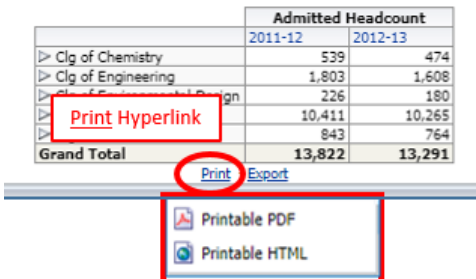
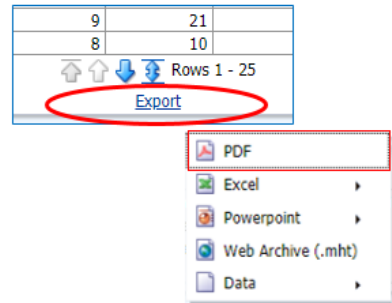
Data table

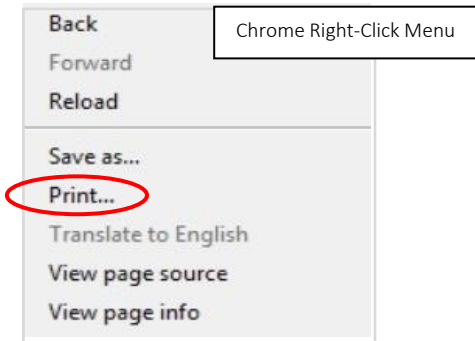
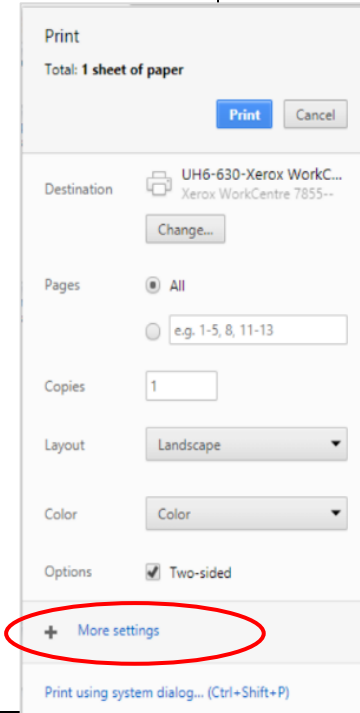

Filter key

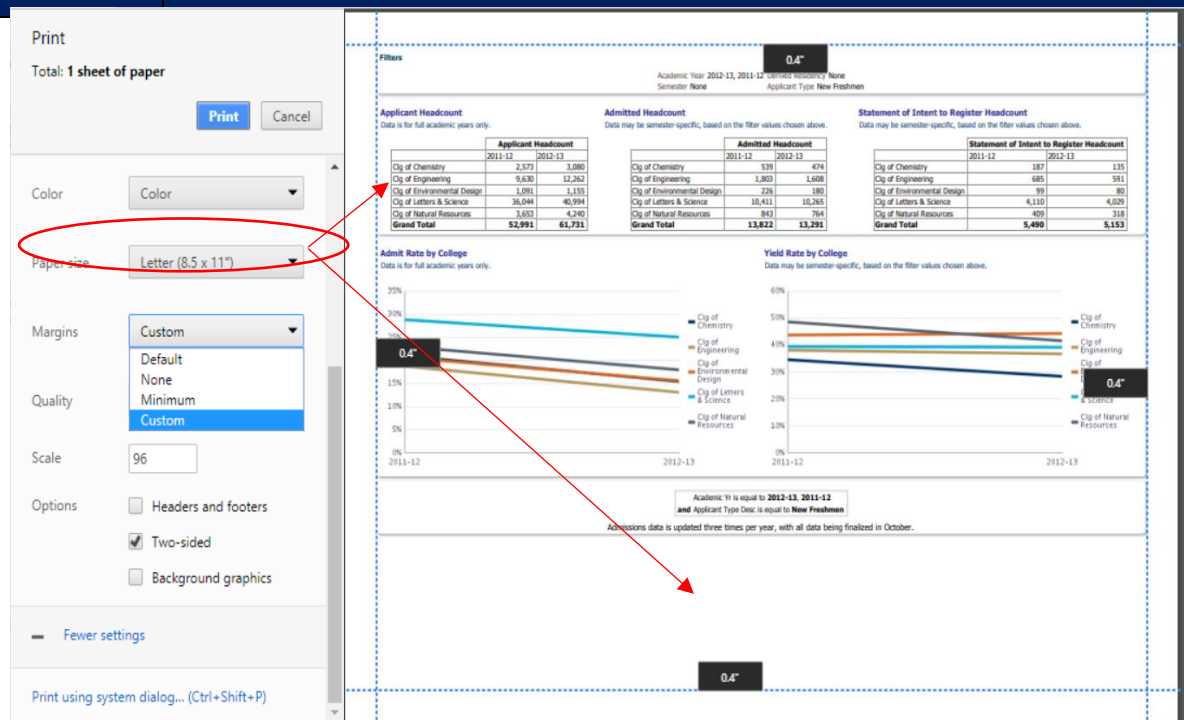
HTML vs. PDF

Choosing an HTML version of your dashboard page provides more options of managing the layout of your final printed page. The **+ More Settings** feature allows you to define the margins as well as add headers and footers with dates, page titles and page numbers to the output. Follow the steps below to print an HTML version. *Note: If accessing Cal Answers via Citrix when creating a Printable HTML there is no right-click functionality needed to execute the print. You must choose the Printable PDF option in order to create a print out.*

HTML Printing Instructions

#	Step	Result
1	<p>From the Cal Answers dashboard report select either the 1. Page Options</p>  <p>or 2. Print hyperlink at the bottom of your data table and then select Print then Printable HTML.</p> 	<p>Cal Answers opens a separate browser tab with a copy of the dashboard page and depending on which location right-clicked</p> <ul style="list-style-type: none"> • Page Options – includes the entire dashboard page with prompt filter section, data tables and/or charts and the filter key. • Print – only includes data tables and/or charts and the filter key if it is located above the Print hyperlink. <p><i>Note: Several dashboard pages do not include a <u>Print</u> hyperlink below the data table/chart or at the bottom of the dashboard page. Use the <u>Export</u> -> PDF option to generate a printable PDF version.</i></p> 

#	Step	Result
2	<p>Right-click from within the page to launch the browser right click menu. Select Print.</p> 	<p>Print dialog box opens.</p>
3	<p>From the Print dialog box you can manage</p> <ul style="list-style-type: none"> • Destination printer or PDF of printing • Pages to print • # of Copies to print • Layout –Landscape or Portrait • Color or Black & White • Two-sided <p>Click on + More Settings</p> 	

#	Step	Result
4	<p>+ More Settings allows you to edit</p> <ul style="list-style-type: none"> • Page size <ul style="list-style-type: none"> ○ Default ○ None ○ Minimum ○ Custom –drop and drag margins • Quality • Scale - increase or decrease • Options <ul style="list-style-type: none"> ○ Headers and footers - select to include along with date and page #s ○ Two-sided • Background graphics 	
5	Click Print .	

Exporting Options in Cal Answers

Cal Answers dashboard reports offer two location options from which to export:

1. **Page Options** in the upper right hand corner of the report page –*not recommended*.
 2. **Export** hyperlink under the data tables, charts or filter key offers multiple output options.
- Note: Some dashboard pages include multiple hyperlinks for each data section of the page.*

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The screenshot displays the CalAnswers dashboard for Undergraduate Applicants. The 'Page Options' menu is open in the top right corner, showing options like 'Print', 'Export to Excel', 'Refresh', and 'Add To Briefing Book'. The 'Export' link under the 'Admitted Headcount' table is highlighted, showing a dropdown menu with options like 'PDF', 'Excel', 'Powerpoint', 'Web Archive (.mht)', and 'Data'. The 'Data' option is further expanded to show 'CSV Format', 'Tab delimited Format', and 'XML Format'.

	2011-12	2012-13
Clg of Chemistry	2,573	3,080
Clg of Engineering	9,630	12,262
Clg of Environmental Design	1,091	1,155
Clg of Letters & Science	36,044	40,994
Clg of Natural Resources	3,653	4,240
Grand Total	52,991	61,731

	2011-12	2012-13
Clg of Chemistry	539	474
Clg of Engineering	1,803	1,608
Clg of Environmental Design	180	180
Clg of Letters & Science	10,265	10,265
Clg of Natural Resources	843	764
Grand Total	13,822	13,291

	2011-12
Clg of Chemistry	180
Clg of Engineering	680
Clg of Environmental Design	90
Clg of Letters & Science	4,110
Clg of Natural Resources	400
Grand Total	5,490

Use the **Export** -> **Data** -> **CSV Format** to download data table to Excel for further analysis and use in pivot tables. Note the CSV file will include all displayed and includable columns.