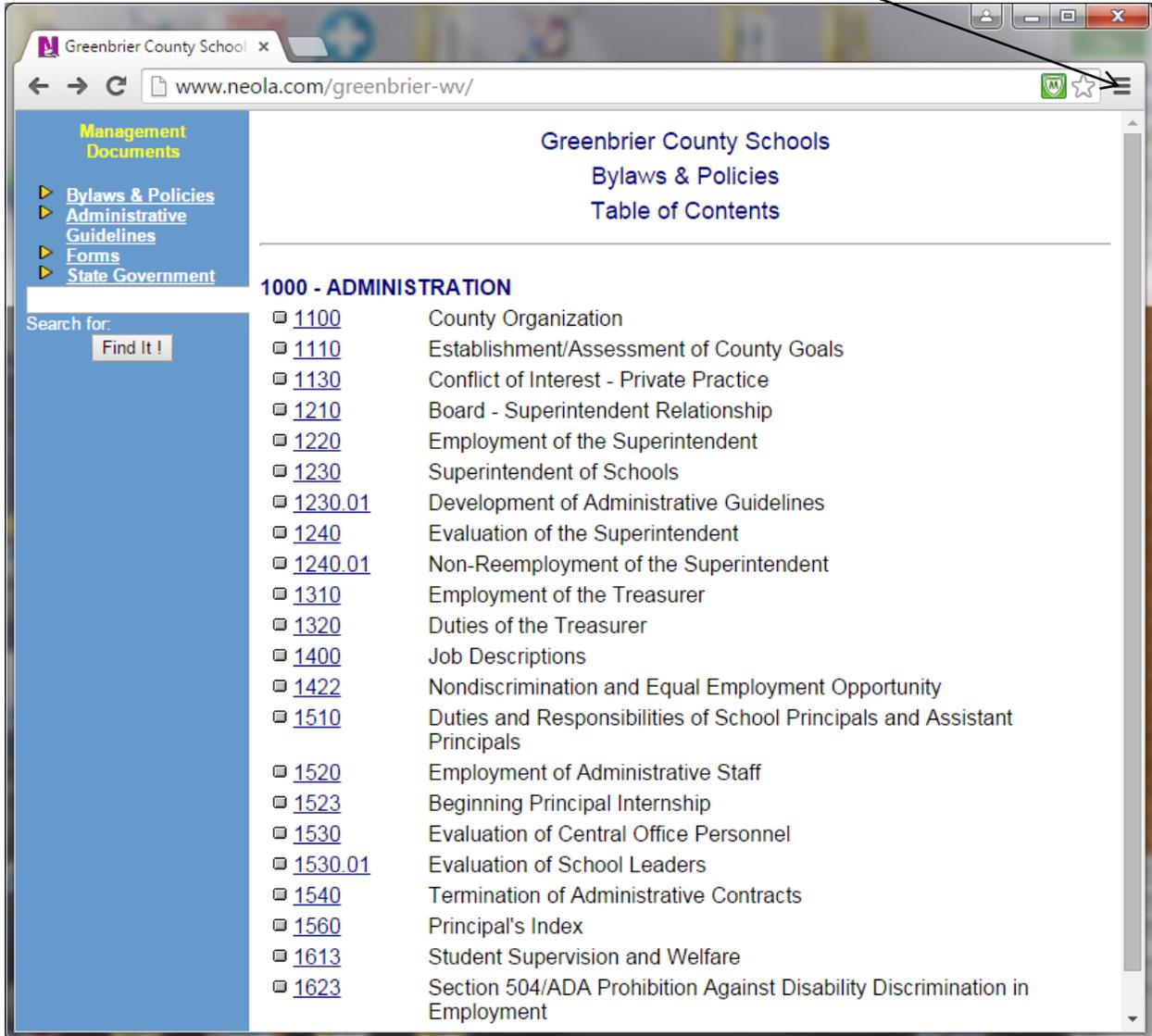


Printing from the Neola web page using Chrome as your web browser

Steps

1. Using Chrome browser go to the please go to the **Customize Google Chrome icon**



2. Select "Print" from the drop down menu.

3. Select “+ **More setting**” from the left menu items.

The screenshot shows a web browser window with the URL www.neola.com/madisoncon-in/. On the left side, there is a print dialog box. The dialog includes the following options:

- Print: Total: 1 sheet of paper. Buttons: Print, Cancel.
- Destination: P LaserJet P2015 PCL6. Button: Change...
- Pages: All. Input field: e.g. 1-5, 8, 11-13.
- Copies: 1. Buttons: +, -.
- Layout: Landscape. Dropdown menu.
- Color: Color. Dropdown menu.
- + More settings (highlighted by an arrow).
- Print using system dialog. (Ctrl+Shift+P)

The main content area on the right displays the document "Madison Consolidated Schools Bylaws & Policies". The document title is "1110 - ASSESSMENT OF CORPORATION GOALS". The text of the document includes:

One of the major functions of the Board of School Trustees is to work with the administration to establish the goals by which the Corporation can accomplish its mission and to provide the resources necessary for their accomplishment. Because of the importance the Board places on accomplishing goals, it has established the following policy for effective assessment of the Corporation's progress toward their realization.

In conjunction with its annual evaluation of the Superintendent, the Board shall also provide the time for both the Board and the administration to assess the progress of the Corporation, during the previous year, toward the achievement of current goals. Both the Superintendent's evaluation and the progress-assessment of goals shall take place at a time of the year when the following conditions are most favorable to assure this policy operates as intended.

- Adequate and reliable data on results-to-date of each Corporation goal is available (AG 1110) so assessment and evaluation can focus on how well the Corporation is accomplishing its goals.
- Evaluations or progress-assessments of the Corporation's learning programs as well as evaluations of key administrators and other staff have been completed so such data is available for reference by the Superintendent and Board during the assessment of Corporation goals and the evaluation of the Superintendent.
- The Board uses this assessment/evaluation time period to assess the effectiveness of the Board, as a whole, as well as each Board member (Form 0134 F1).
- Summaries and synthesized data, compiled from the evaluation of the Superintendent, the Board's self-assessment, and the evaluation data on programs and staff, are available to serve as reference information when determining the reasons for progress and/or lack of progress toward accomplishment of Corporation goals.

This annual process of assessing/evaluating the Board, the Superintendent, staff, programs, and resources shall not be considered finished until:

- Corporation goals and the strategies and actions being used to accomplish them have been reviewed and reprioritized.

performance and the way strategies and the responsibility for the governing of the Corporation.

4. Change the “Layout” to **Landscape**. You can and adjust the right and left margins settings to **none**.

The screenshot shows a web browser window with the URL www.neola.com/madisoncon-in/. On the left, a print dialog is open, showing settings for printing to an HP Laserjet P2015 PCL6 printer. The 'Layout' is set to 'Landscape' and 'Margins' is set to 'None'. The document page on the right is titled 'Madison Consolidated Schools Bylaws & Policies' and contains a section titled '1110 - ASSESSMENT OF CORPORATION GOALS'. The text in the document describes the Board's functions and the annual evaluation process. The print dialog also shows 'Total: 1 sheet of paper', 'Destination: HP Laserjet P2015 PCL6', 'Pages: All', 'Copies: 1', 'Color: Color', 'Paper size: Letter', and 'Options: Background graphics'. A search bar is visible on the document page with the text 'Search for:' and a 'Find It!' button.

You will then see the following and should be able to print the policy without losing the any part of the document running off the margin.

The screenshot shows a web browser window with the address bar displaying www.neola.com/madisoncon-in/. The page content is titled "Madison Consolidated Schools Bylaws & Policies" and is categorized under "Management Documents". The document structure includes a sidebar with expandable sections: "Bylaws & Policies", "Administrative Guidelines", "Forms", and "State Government". The main content area displays the section "1110 - ASSESSMENT OF CORPORATION GOALS".

The print dialog on the left side of the browser window shows the following settings:

- Total: 1 sheet of paper
- Destination: HP LaserJet P2015 PCL6
- Pages: All (selected)
- Copies: 1
- Layout: Landscape
- Color: Color
- Paper size: Letter
- Margins: None
- Options: Background graphics (unchecked)

The document content includes the following text and list items:

1110 - ASSESSMENT OF CORPORATION GOALS

One of the major functions of the Board of School Trustees is to work with the administration to establish the goals by which the Corporation can accomplish its mission and to provide the resources necessary for their accomplishment. Because of the importance the Board places on accomplishing goals, it has established the following policy for effective assessment of the Corporation's progress toward their realization.

In conjunction with its annual evaluation of the Superintendent, the Board shall also provide the time for both the Board and the administration to assess the progress of the Corporation, during the previous year, toward the achievement of current goals. Both the Superintendent's evaluation and the progress-assessment of goals shall take place at a time of the year when the following conditions are most favorable to assure this policy operates as intended.

- Adequate and reliable data on results-to-date of each Corporation goal is available (AG 1110) so assessment and evaluation can focus on how well the Corporation is accomplishing its goals.
- Evaluations or progress-assessments of the Corporation's learning programs as well as evaluations of key administrators and other staff have been completed so such data is available for reference by the Superintendent and Board during the assessment of Corporation goals and the evaluation of the Superintendent.
- The Board uses this assessment/evaluation time period to assess the effectiveness of the Board, as a whole, as well as each Board member (Form 0134 F1).
- Summaries and synthesized data, compiled from the evaluation of the Superintendent, the Board's self-assessment, and the evaluation data on programs and staff, are available to serve as reference information when determining the reasons for progress and/or lack of progress toward accomplishment of Corporation goals.

This annual process of assessing/evaluating the Board, the Superintendent, staff, programs, and resources shall not be considered finished until:

- Corporation goals and the strategies and actions being used to accomplish them have been reviewed and reprioritized;

performance of the body charged with the responsibility for the governing of the Corporation.