



STUDENT DATA SERVICES



PRINTING REGENTS ANSWER SHEETS FROM .PDF FILES

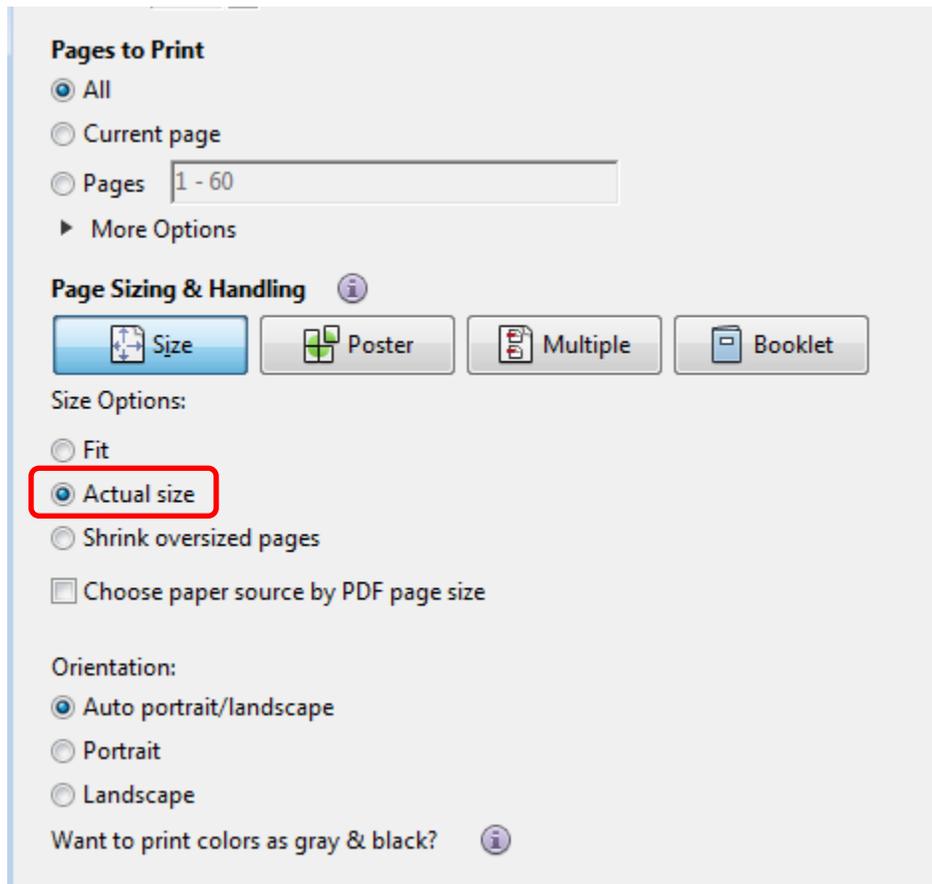
When printing a Regents answer sheet from a .pdf file that we sent you, please print double-sided and observe the following directions:

1. Open the .pdf file to make sure it is the correct subject.
2. Click on the Printer Icon.

The screenshot shows the Adobe Acrobat Pro interface. The toolbar at the top contains various icons, with the printer icon highlighted by a red box and a red arrow pointing to it from the left. The main content area displays a PDF document for 'The University of the State of New York REGENTS HIGH SCHOOL EXAMINATION PHYSICAL SETTING / EARTH SCIENCE'. The document includes fields for Student, Teacher, Course, Section, District, and School. It also features a grid of multiple-choice questions (1-50) and a signature line. A red arrow points from the right side of the image to the subject title in the document header.

Check for the correct subject

3. When the Print Screen comes up make sure when the answer sheet is printed that “**Actual Size**” is selected.
- a. If any other scaled printing image option is selected, the image will not print to the correct size and will cause problems when processing.



**Thank you for your attention and cooperation in this matter.
Any questions, please call us at 631 218-4195.**