Printing Labels

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Printing Labels

Print Properties for File Labels, Folder Labels, Roster Labels and Mailing Labels | Print Properties for Cumulative Labels | Folding Letters for Window Envelopes

When printing labels generated using one of the label reports in Campus, certain print options may need to be altered by the user to properly align the labels on the page. These print options affect the following label reports:

Label Report	Report Location	Label Size
File Labels by Date of Birth	Student Information > Reports	Avery 5160 *1"x2 5/8"*
Folder Labels by Date of Birth	Student Information > Reports	Avery 5160 *1"x2 5/8"*
Roster Labels	Instruction > Reports	Avery 5160 *1"x2 5/8"*
Mailing Labels	Census > Reports	Avery 5160 *1"x2 5/8"*
Cumulative Labels	Grading and Standards > Reports	Avery 5163 *2"x4"*
Student Bus Assignment	System Administration > Transportation > Reports	Avery 74541 *3"x4"*
Print Mailing Label	Student Information > General > Summary Tab	Avery 5160 *1"x2 5/8"*
Print Envelope	Student Information > General > Summary Tab *Follow standard printer instructions for proper loading of envelopes*.	#10 Envelope *4 1/8" x 9 1/2"*
PIN Report	Point of Sale > Reports > PIN Report	Avery 5160 *1"x2 5/8"*

For all label reports, use the print icon in the top left corner of the PDF window to send the generated labels to the printer.

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Image 1: Pre-Adobe Reader 10 PDF Print Icon

Image 2: Adobe Reader 10 PDF Print Icon

Print Properties for File Labels, Folder Labels, Roster Labels and Mailing Labels

Review the following print properties prior to printing labels. Print properties appear when selecting the Print icon from the PDF report. These options are located in the **Page Handling** area or the **Page Sizing & Handling** area of Print Properties.

> These are recommendations. Depending on the browser of choice and the Adobe version, different settings may be required to have the information line up properly.

Adobe Reader 1-9

- **Page Scaling** should be set to **None**.
- Auto-Rotate and **Center** checkbox should not be selected.
- **Choose paper source by PDF page size** should not be selected.

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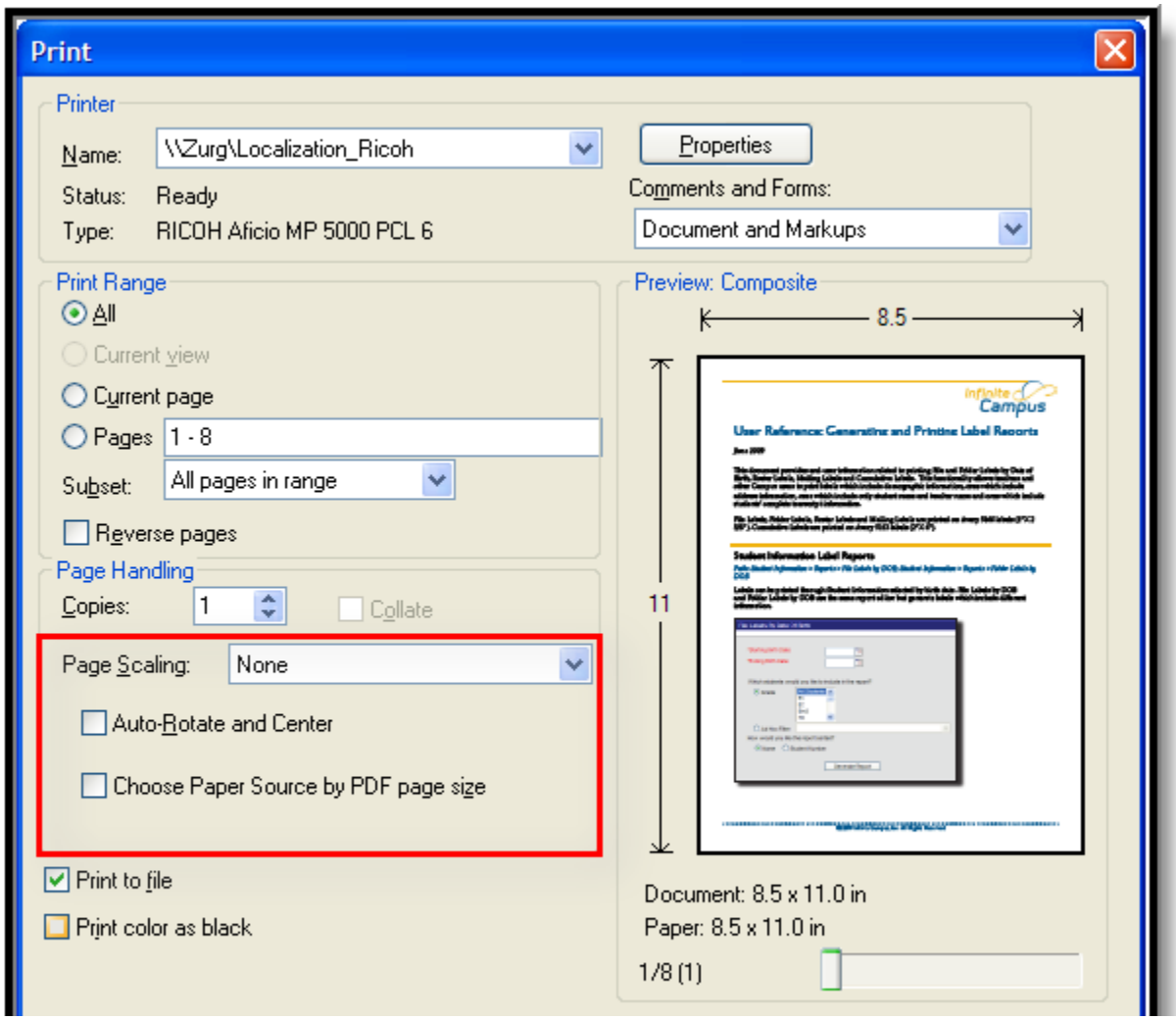

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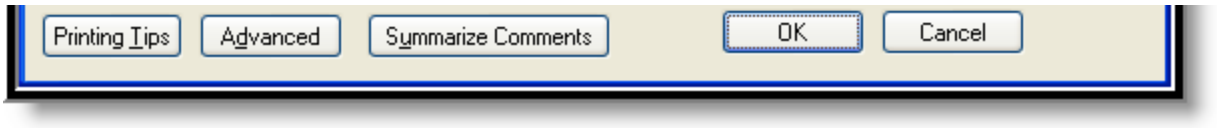

Image 3: Page Handling Settings for File Labels, Folder Labels, Roster Labels and Mailing Labels

Adobe Reader 10 and Higher

- Select the **Fit** or **Shrink** oversized pages option.

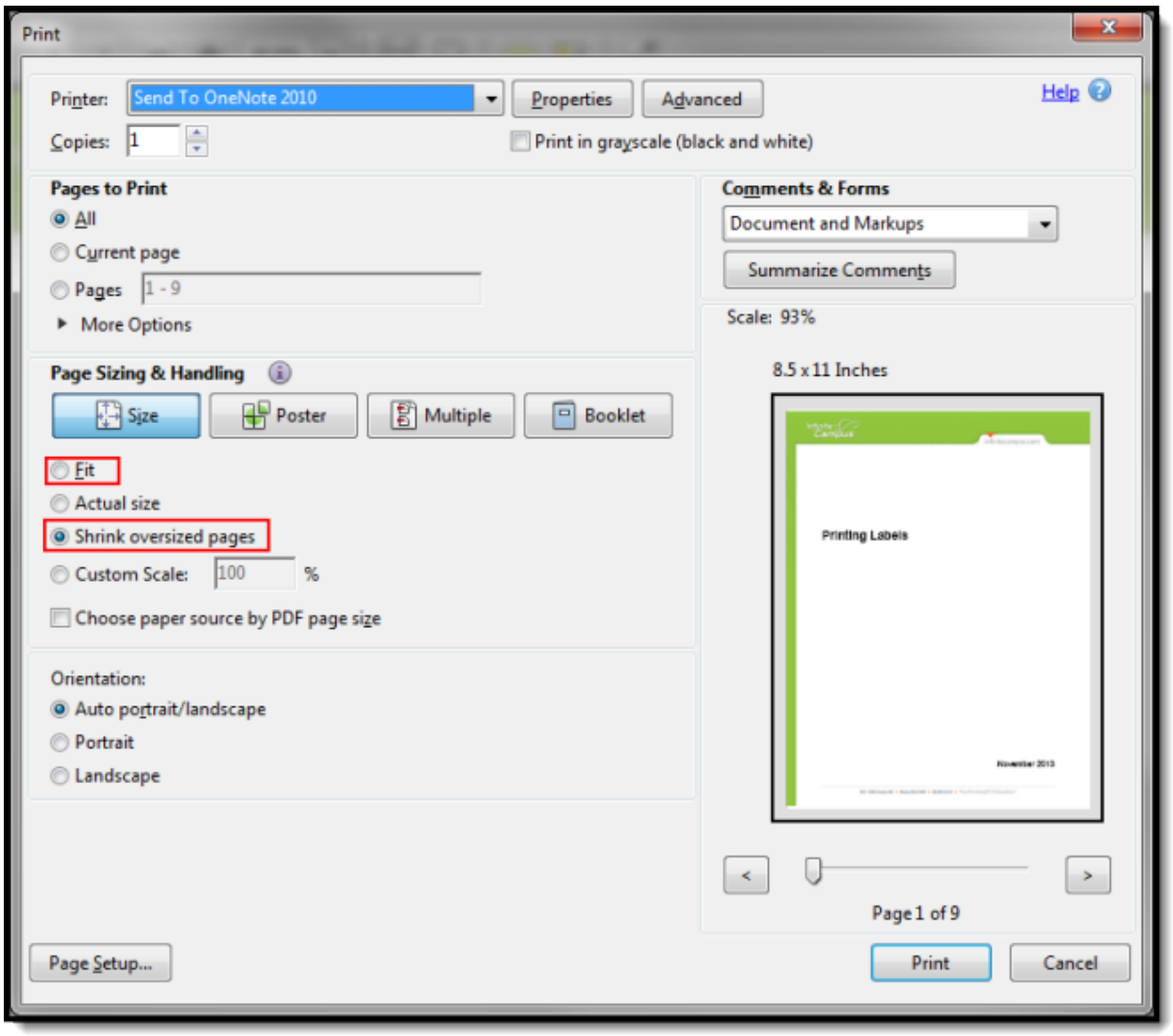

Image 4: Adobe Reader 10 Page Sizing and Handling Settings

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Print Properties for Cumulative Labels

Review the following print properties prior to printing labels. Print properties appear when selecting the Print icon from the PDF report. These options are located in the **Page Handling** area or **Page Sizing & Handling** area of Print Properties.

> These are recommendations. Depending on the browser of choice and the Adobe version, different settings may be required to have the information line up properly.

Adobe Reader 1-9

- Page Scaling should be set to **Reduce to Printer Margins** or **Shrink to Printable Area**, depending on the printer.
- **Auto-Rotate and Center** checkbox should be selected.
- **Choose paper source by PDF checkbox page size** should be selected.

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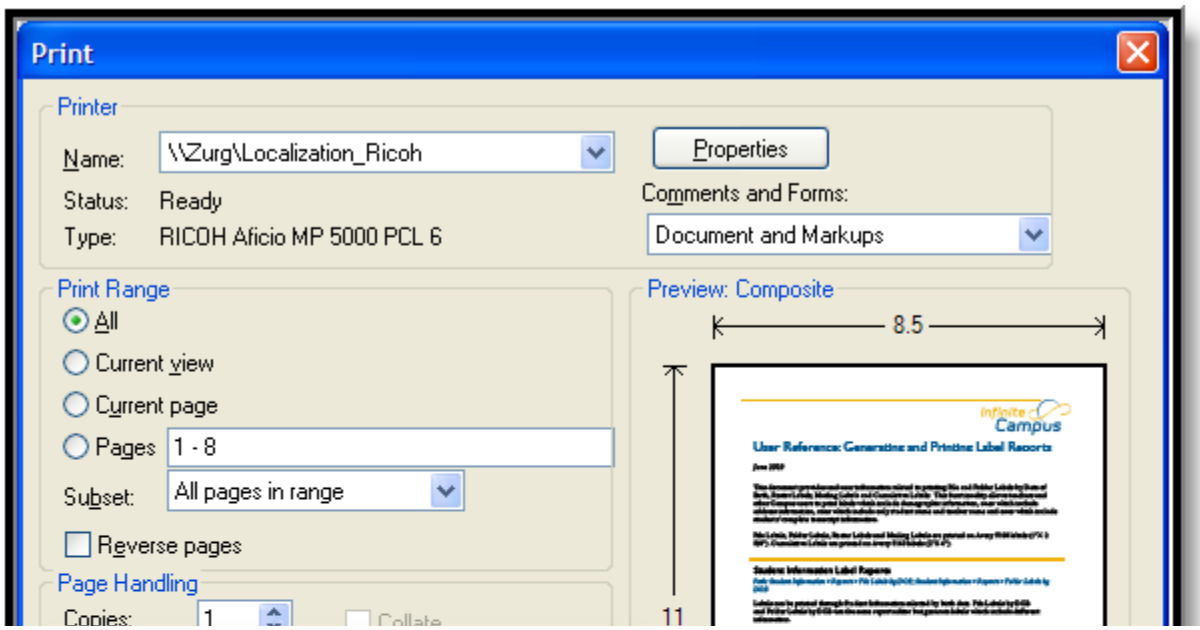

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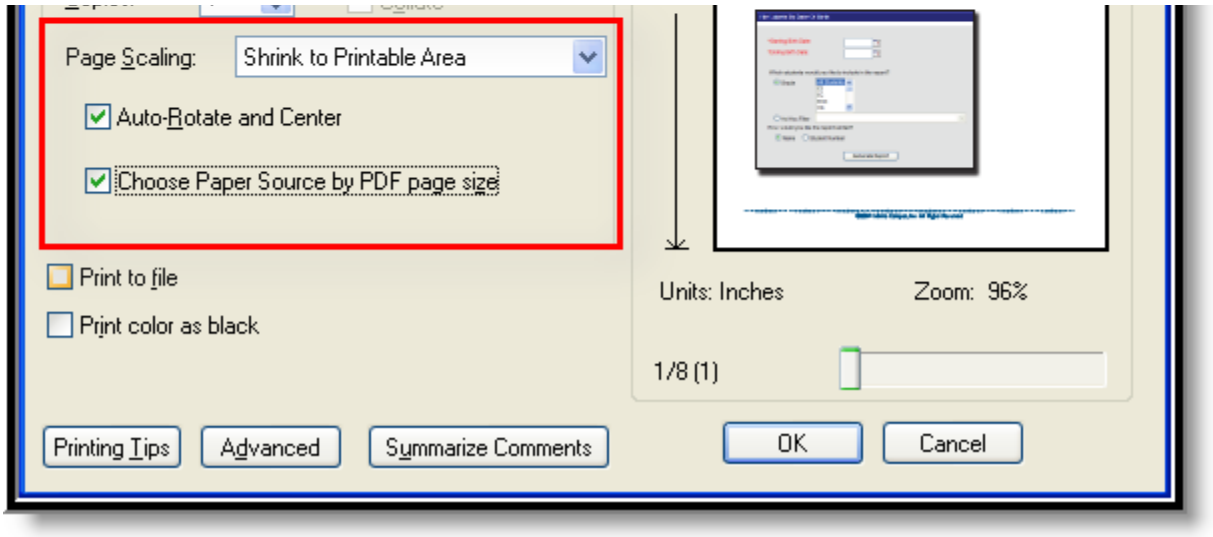

Image 5: Page Handling Settings for Cumulative Labels

Adobe Reader 10 and Higher

- Select the **Actual Size** radio button.

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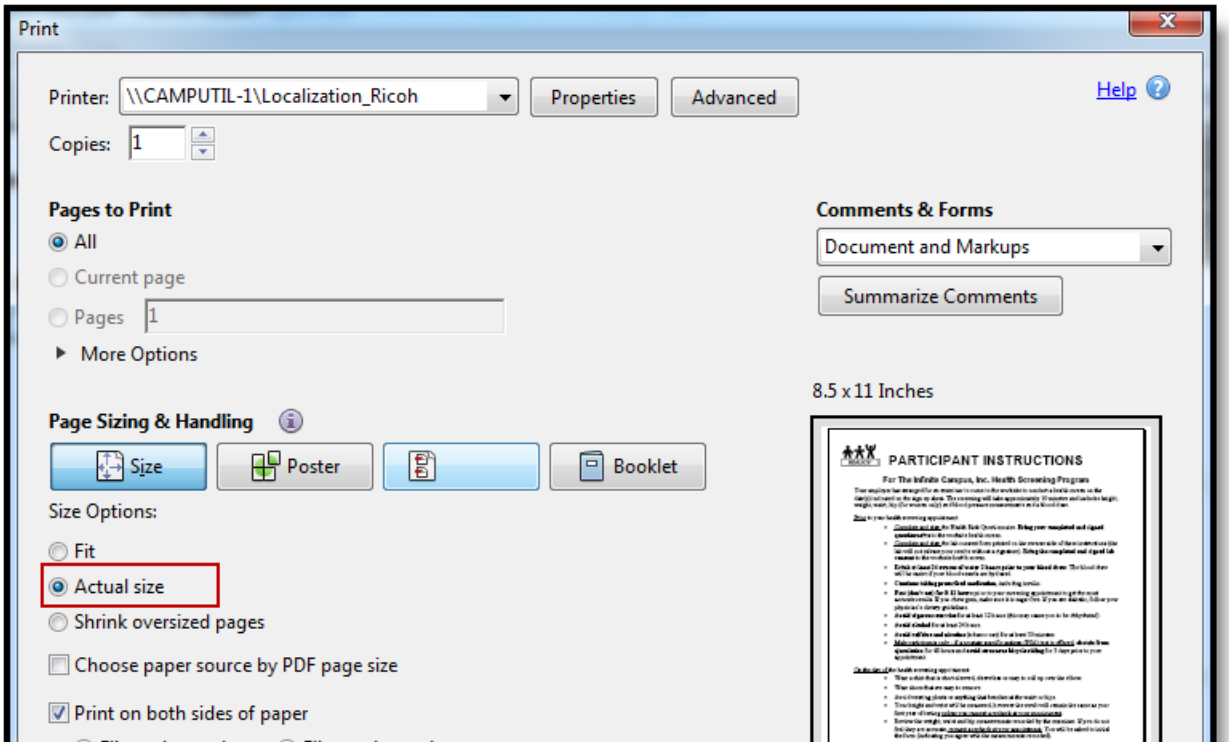

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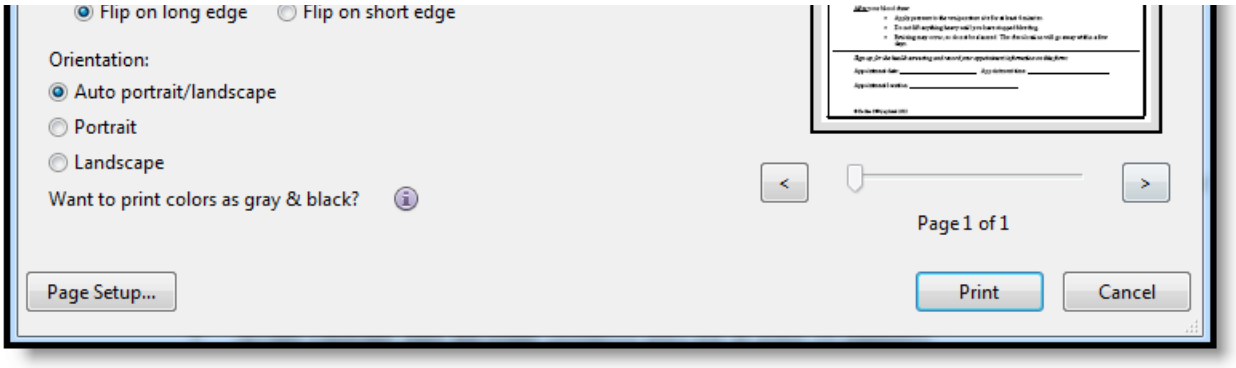

Image 6: Adobe Reader 10 Settings for Cumulative Labels

Folding Letters for Window Envelopes

When folding letters or reports to fit into envelopes, fold the letter into horizontal thirds. Adjustments to the size of the folds will need to made, depending on the paper being used (school stationary, Campus header, etc.).

1. Place the letter to be folded in portrait orientation, where the longest side of the paper is on the left and the shortest side is on the top.
2. Determine where the paper is divided into thirds. Use a ruler for more precise folding. On an 8.5" x 11" piece of paper, the folds occur around the 3-inch mark and the 7-inch mark.
3. Fold the bottom third of the paper up towards the top of the letter, making a crease. This fold is at about the 7 1/8" mark, or use the body of the letter as a guide (the second line of the body).
4. Fold the top third of the paper back towards the other side of the letter, making a second crease at about the 3 1/4" mark. This third of the paper is slightly less than a third. The letter should now be laying with the address facing up. If the letter is laying length-wise, so the short edge is facing you, the sides would be in a Z shape.

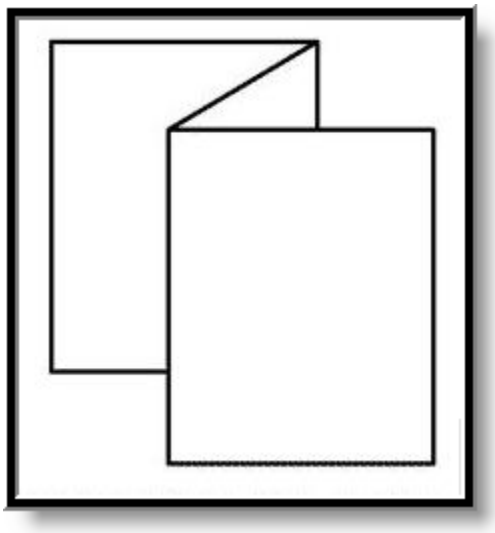

Image 7: Addressed Letter Fold

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