

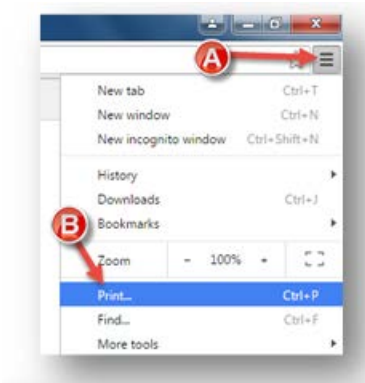
## Printer Settings for K-8 and 9-12 Report Cards

### Using Google Chrome

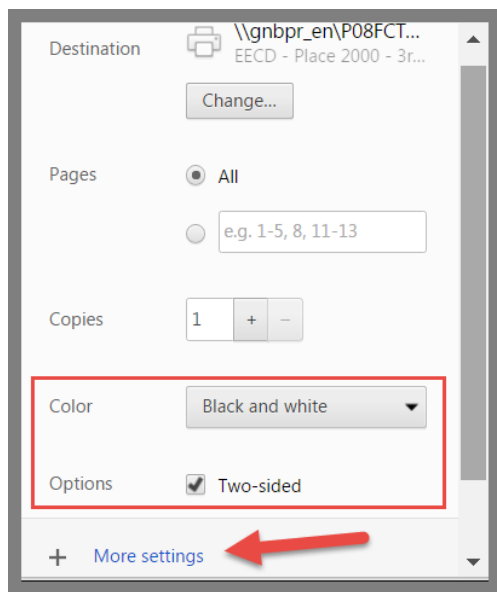
Prior to printing the reports cards, whether being done by the teacher or the office, it is very important that the correct printer settings have been selected. If using **Google Chrome** follow these directions.

If you see teacher comments that runs outside of the report card text box or 1 page report cards that run on to Page 2, it is a sign the printer is not set-up correctly.

1. Open Google Chrome
  - A. Select the menu icon that appears on the top right
  - B. Scroll down and select Print



2. The print options box shown below will open on the left-hand side of your screen and the options may vary slightly depending on your printer and what you are printing.



If your school has a color printer there will be the option of color or black and white.

If what you are about to print is multiple pages the **Two-sided** the box will automatically checked.

**NOTE:** For **K-8 Report Card** this can be left **checked**. For **High School 9-12 Report Card** or **Transcript** this will need to be **unchecked**.

Click on **More settings**

### 3. Checking all of your settings

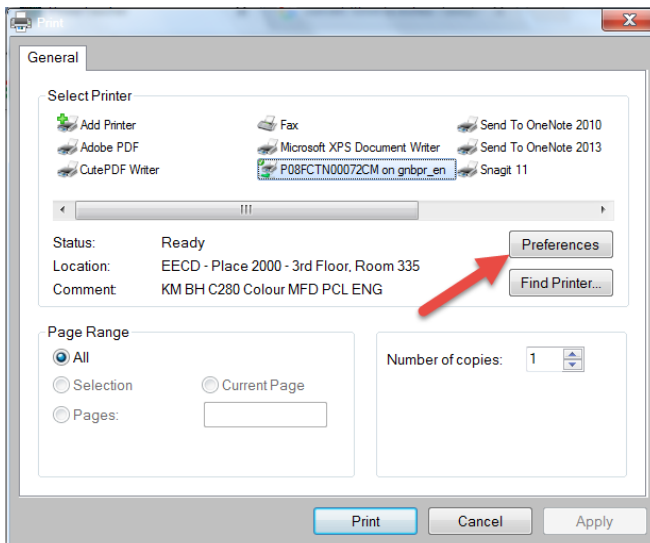
**Reminder to Choose:**

- ✓ Color or B&W are optional
- ✓ Paper size should be letter (8 ½ x 11)
- ✓ The Default margins will work for both K-8 and 9-12 report card.
- ✓ Note: To double check you have not changed your Default Margins or modify margins, choose Customize Margins in the pull-down and assure they are 0.5 inches or 12.7 mm or less.
- ✓ Two-sided for K-8 and One-Sided for 9-12.
- ✓ Headers and Footers must be blank
- ✓ Background Graphics will be checked.

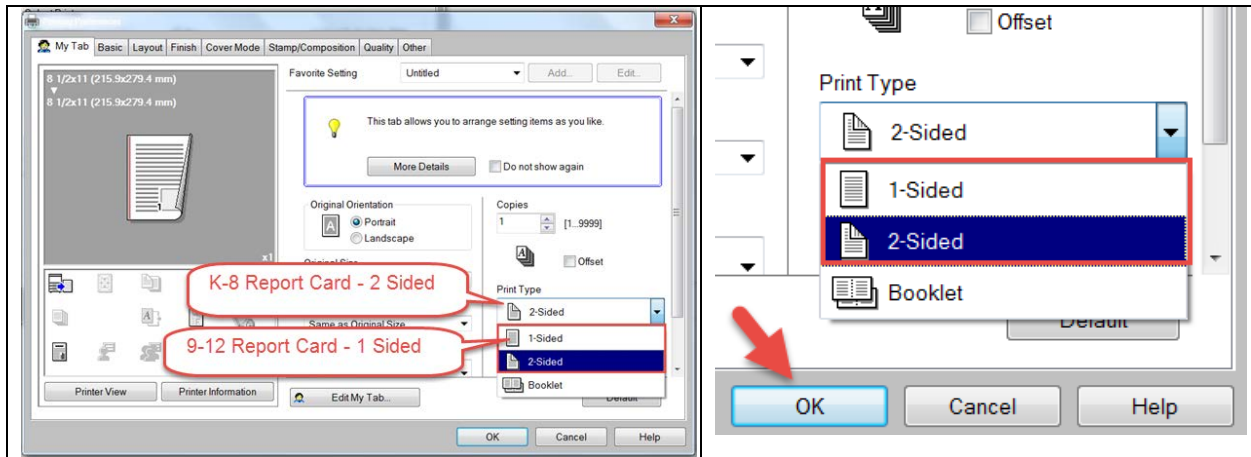
**NOTE:** You also have to set schools printer settings for one-sided or two-sided by click on [Print using system dialog... \(Ctrl+Shift+P\)](#)

### 4. Assuring Printer Preference Settings are as required one-sided or two-sided.

**Click on Preferences**



Choose 2-Sided for K-8 Report Card and 1-Sided for 9-12 Report Card or Transcript.



**NOTE:** If you set your printer to 2-Sided it will remain as your preferred setting until you change it again. The printer setting changes are being made to your personal preferred settings not anyone else in the school.