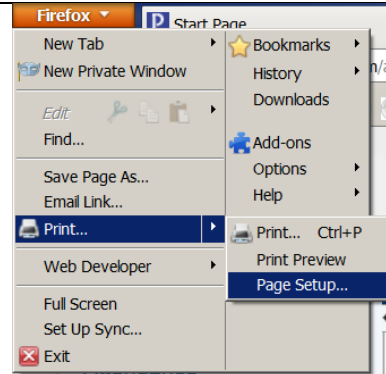


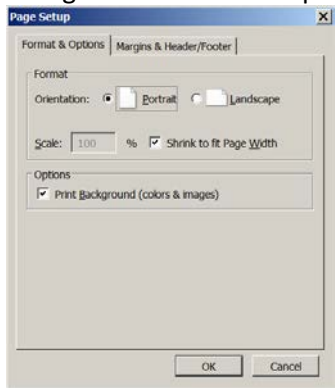
Report Card Print Settings for Mozilla Firefox

Click the drop down arrow in the upper left corner of Firefox to access the Print settings.

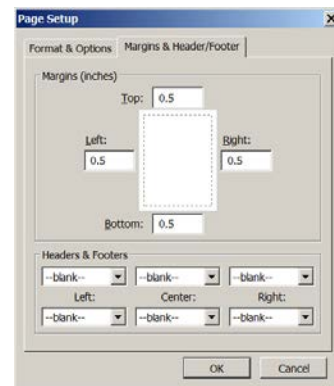
Select the right arrow next to Print and scroll down to Page Setup



Check the Print Background box under Options.



Select the Margins & Header/Footer tab. Click the drop down arrow on each option and choose --blank--. Select OK to finish.



Now you are ready to print your report cards, after your grades have been properly stored!

School Messages Printed on Report Cards

PowerSchool reports use HTML code for formatting. The section below will help you format your school message using a heading and paragraph style. You do not have to use the codes below but we cannot guarantee how your message will appear without them. If you need help with this, please call Angel Clark, Ext 171.

To include a Heading put your message between this code:

<h2>Your Heading Here</h2>

To display your message in paragraph formatting – which will double space between each message, use this code:

<p>Type Your Message Here</p>

*See example below. Just copy and paste the **Bold Text** above and place your message between the tags as shown.*

School Message (Printed on report)

```
<h2>Important Dates</h2>
<p>Thanksgiving Vacation - November 27th – 29th<p>
<p>Christmas/New Year's Vacation - December 23rd – January 3rd<p>
```

(This is how it will show on your report cards)

School Message:

Important Dates

Thanksgiving Vacation - November 27th – 29th

Christmas/New Year's Vacation - December 23rd – January 3rd