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	Firefox Image New Tab Image New Private Window History Edit Image Find Image Save Page As Options Email Link Help
Setun	Print Print Ctrl+P
Setup	Web Developer Print Preview
	Page Setup
	Set Up Sync
	Exit
Check the Print Background box under Options.	Select the Margins & Header/Footer tab.
Page Setup X	Click the drop down arrow on each option and choose –
Format & Options Margins & Header/Pooter	blank Select OK to finish
Format	Page Setup
Orientation: •Eortrat (Landscape	Format & Options Margins & Header/Footer
Scale: 100 % F Shrink to fit Page Width	Margins (inches)
Options Print Background (colors & images)	Iop: 0.5
	Left: Bight:
	Bottom: 0.5
	Headers & Pooters
OK Cancel	-blank- 💌 -blank 💌 -blank
	-bank- I -bank- I
	OK Cancel
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:	
Type Your Message Here	
See example below. Just copy and paste the Bold Text above and place your message between the tags as shown.	
<h2>Important Dates</h2>	
Zn Thank a lyaction	November 27th 20th/cp
School Message (Printed on report) School Message (Printed on report)	/acation - December 23rd – January 3rd
(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	
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