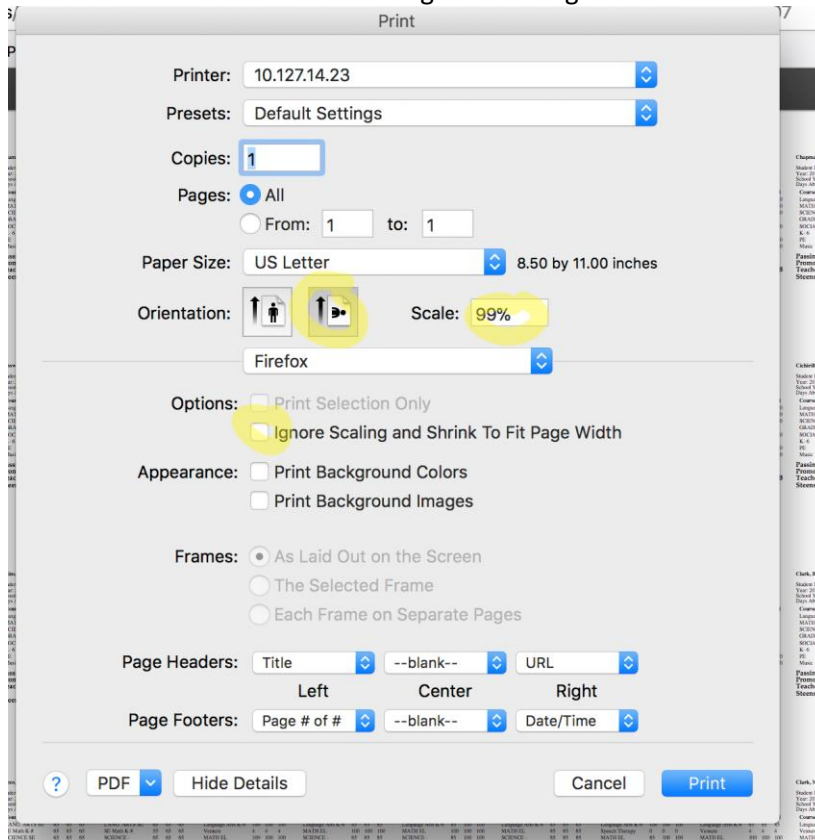


Printing 3-6 Labels:

1. Use Avery 5261 labels, these labels are 1" x 4"
2. Run your labels from PowerSchool
3. Open the labels in your browser window (Firefox will work best for printing labels from PS)
 - a. If the labels do not open in your browser window, give Technology a call so we can adjust how your browser opens PDF files
4. When your labels are open in your browser, click the Printer button at the top right (highlighted yellow below)



5. In your print window set the following (highlighted yellow below):
 - a. Select landscape for the Orientation
 - b. Set the Scale to 99%
 - c. Uncheck the box next to "Ignore Scaling and Shrink To Fit Page Width"



6. Click Print