

SAT0250 - Attendance Labels

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This report prints current year attendance information on labels, such as days present, days absent, and total membership days.

The labels are designed according to the Avery 5162 template, which is 14 labels per page, and each is 1.33“ x 4”.

If the report is saved as a .pdf file, use the following steps to print the file properly:

Open the .pdf file in Adobe Reader.

From the File menu, select Print.

Change Page Scaling to None.

If the report is not displayed as portrait under Preview, select Choose Paper Source by PDF page size.


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