

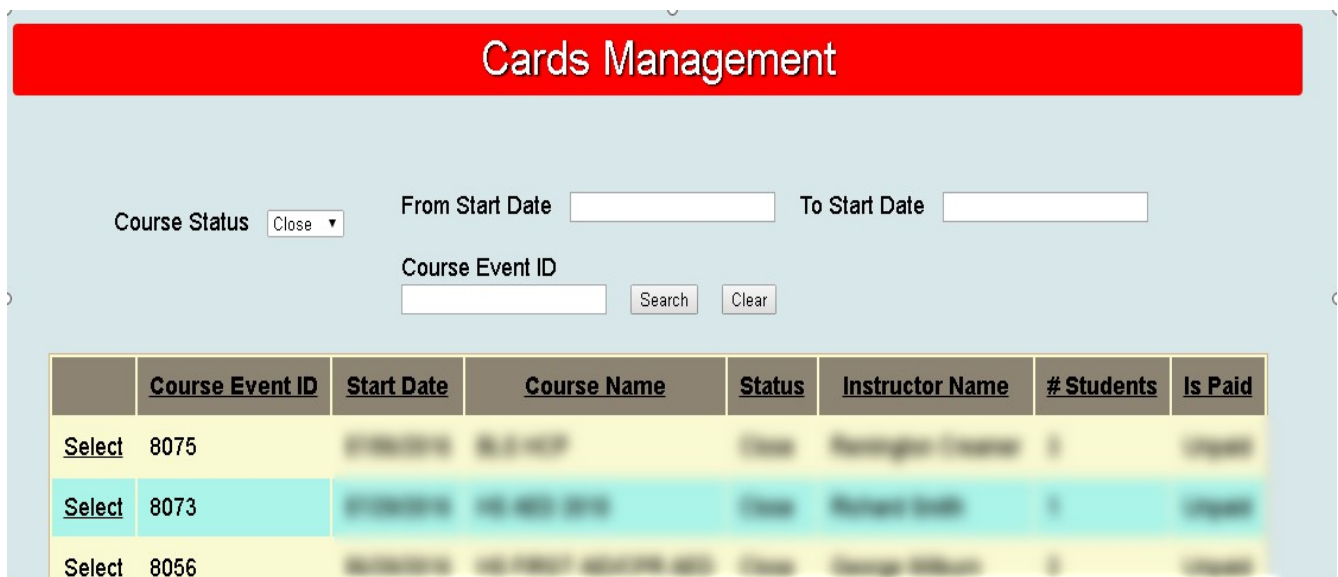
How to Print Cards and Envelopes

When printing cards it works best with Internet Explorer



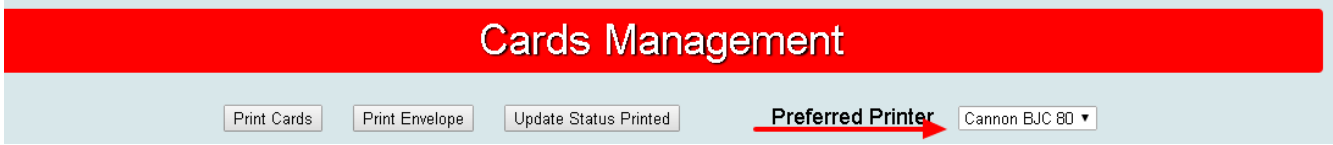
Step 1.

Choose the Course Event ID you wish to print.



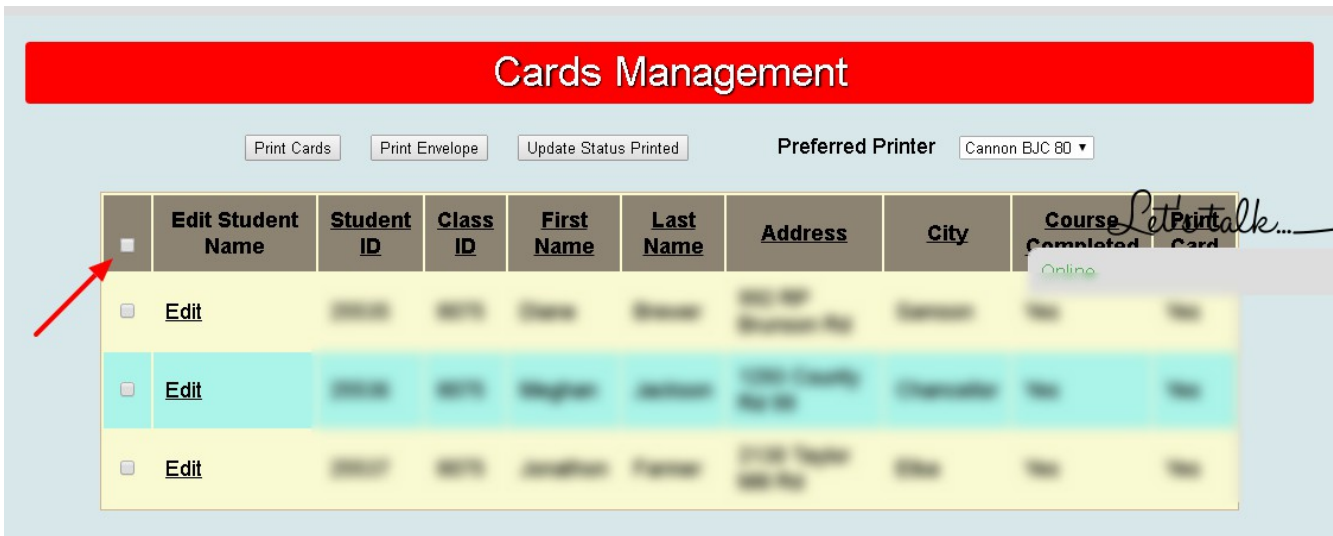
Step 2.

Verify that the correct printer is selected, to insure proper printing location on the cards.



Step 3.

Be sure to click the check box in the top left corner to select all the students, or you can print individual students by clicking the check box beside the appropriate student.

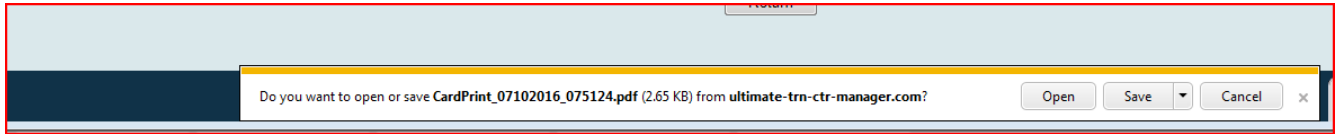


Step 4.

Click the Print Cards button



It will then generate a dialog box to open the PDF to print from.



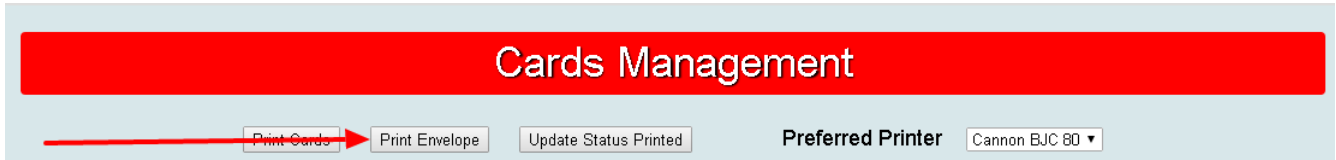
Final Step

Is up to you to follow the printing process of your local printer.

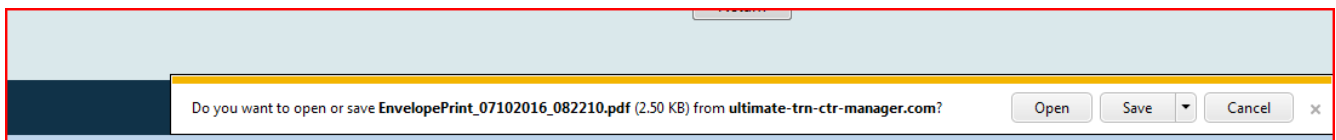
How to Print Envelopes

Step 1.

After printing the cards for the Course Event you selected, Click the Print Envelope button.



It will then generate a dialog box to open the PDF to print from.



Final Step

Follow the printing process of your local printer.