

USER GUIDE 1

MANUALLY COMPLETING AND SAVING THE REPORT CARD TEMPLATES

Introduction

The Report Card Templates can be completed in two ways:

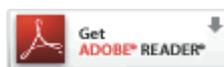
- (a) Manual completion: Print a blank template and handwrite your reports.
- (b) Electronic completion: Download and save a blank template, type your reports, then save and print them.

This user guide explains how to **manually** complete and save the templates by following these steps:

1. How to view and download the templates
2. How to print the templates
3. How to customise the templates

1. How to view and download the templates

To view and download the templates you must have Adobe Reader installed on your computer. Most new computers will have Adobe Reader pre-installed. If you do not have the programme it can be downloaded at www.adobe.com or by clicking the icon below:



There are nine templates in total. The templates are in portable document format (PDF). To view a report card, click on the report card name. The file will open in a new window on your computer screen. It can then be printed (see 'how to print the templates').

To download a copy of a template to your computer right click the template name and select save target as. A dialogue box will appear which will enable you to save the file on your desktop.

2. How to print the templates

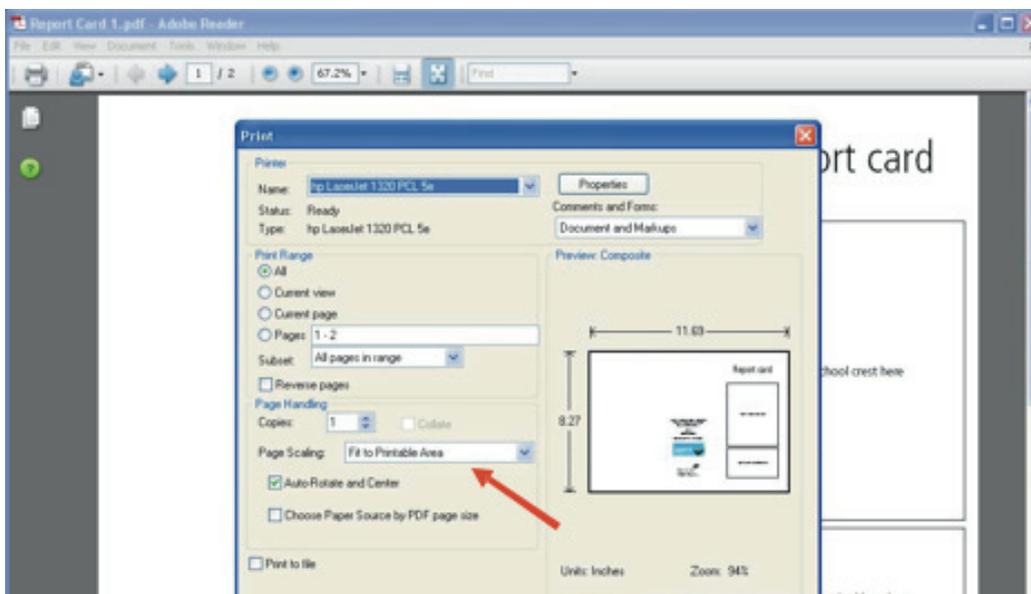
There are two options for printing the templates:

- Print photocopy masters
- Print back-to-back (if your printer has such a facility)

a. Print photocopy masters

When you have opened your chosen report card template you must adjust your printer settings to ensure the printed report card is centred on the page, making accurate folding possible.

Select File/Print on your menu bar. A dialogue box similar to that below will appear. Look for the section marked Page Handling. Check that the Page Scaling box reads Fit to Printable Area. If not, select this option. Click OK and the two page document should print correctly.



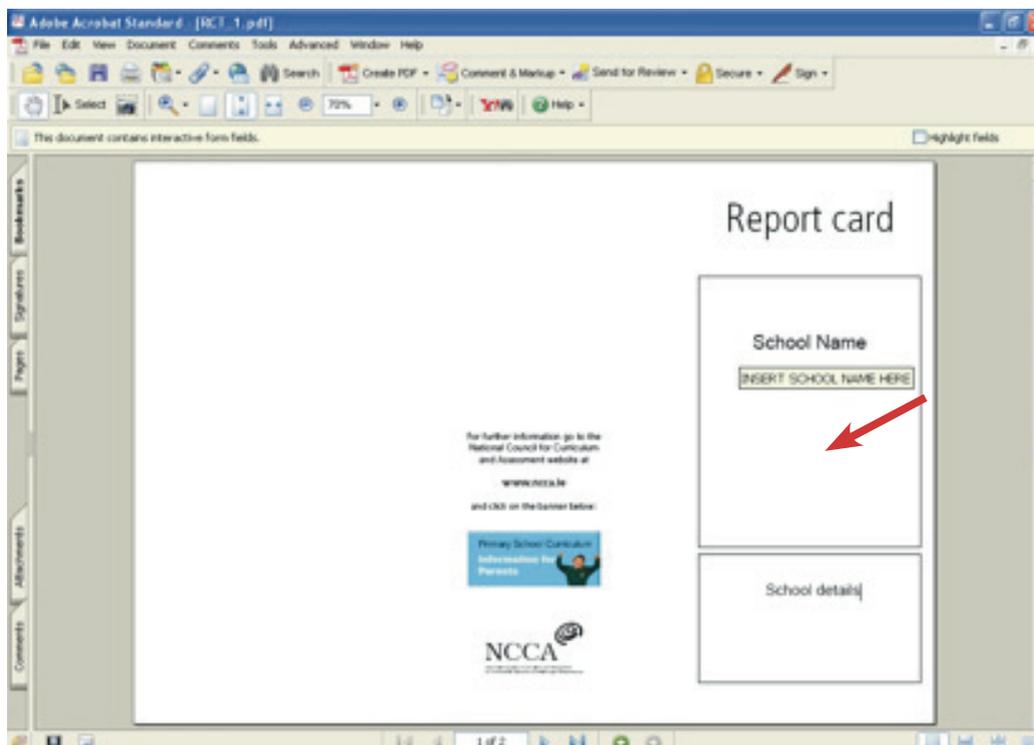
Screen shot 1: Printing

b. Printing back-to-back

The templates are automatically configured to print double-sided as a landscape (horizontal) document. However, some printers may over-ride the print properties of the document. In these instances, it will be necessary to change the print properties on your printer, to ensure the page flips on the correct side when printing double-sided. It is not possible to give universal instructions on back-to-back printing. Refer to the operating instructions for your printer.

3. How to customise the templates

Should you wish, you can add text to the front cover of the report cards. For example, you may wish to insert the school name in the upper box and further details in the lower box. To do this, click the appropriate box; a text insertion cursor will appear. You can then enter text as you would in a Word document. It is not possible to save this text.



Screen shot 2: Customise the front cover