

HOW TO PRINT PBIS TICKETS

a step-by-step guide

1. Visit to the PBIS Weebly site at IowaValleyPBIS.weebly.com

















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Tickets

2. Hover over the *Staff* tab, then click *Tickets*



At Iowa Valley we have Tiger PRIDE. We have a POSITIVE ATTITUDE, show RESPECT & RESPONSIBILITY in everything we do, demonstrate INTEGRITY, show DEDICATION to our studies, and treat everyone with EQUALITY.

-  frank.jpg
Download File
-  frimml.jpg
Download File
-  janet.jpg
Download File
-  kelly.jpg
Download File
-  kilgard.jpg
Download File
-  kitchen.jpg
Download File
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-  leonard.jpg
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-  linnell.jpg
Download File
-  loftus.jpg
Download File
-  lunch.jpg
Download File
-  manternach.jpg
Download File
-  marshall.jpg
Download File
-  mcbrain.jpg
Download File

3. Find your file, and click on it

I AM A LEADER

POSITIVE ATTITUDE

RESPECT & RESPONSIBILITY

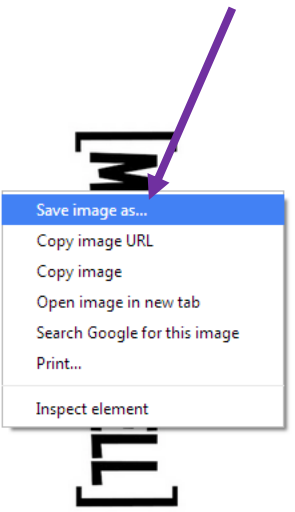
[circle one] **I**NTEGRITY

DEDICATION

EQUALITY

4. Your ticket will open in your browser

5. Right-click on your ticket, and then click *Save image as...*

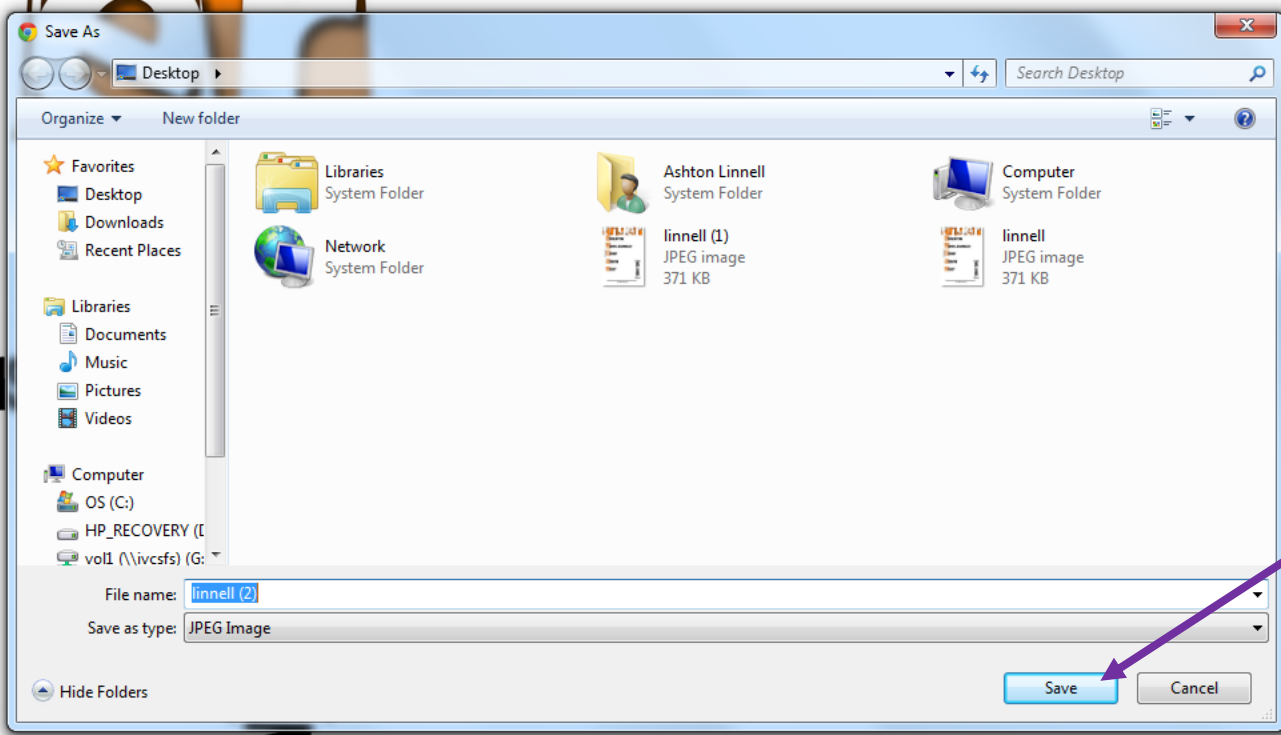


[student name]

POSITIVE ATTITUDE
RESPECT & RESPONSIBILITY
INTEGRITY
DEDICATION
EQUALITY

MRS. LINNELL

[student name]



6. Save your ticket to the location of your choice on your computer

7. Open your ticket file by double-clicking on the saved file on your computer.

i am a

POSITIVE ATTITUDE

RESPECT & RESPONSIBILITY

[circle one] **I**NTEGRITY

DEDICATION

EQUALITY

[MRS. LINNELL]

[student name]

Print... Ctrl+P
Order prints...

8. Click *Print* and then *Print* again

Lincoln

POSITIVE ATTITUDE

RESPECT & RESPONSIBILITY

[circle one] **I**NTEGRITY

DEDICATION

EQUALITY

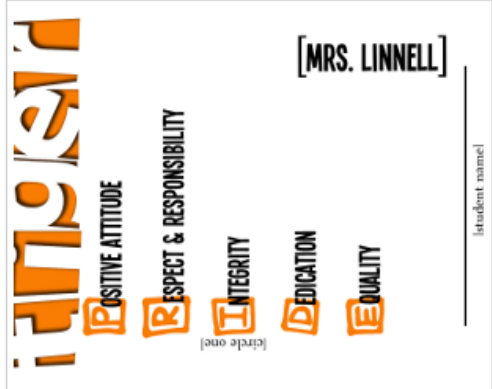
[MRS. LINNELL]

[student name]

Print Pictures

How do you want to print your pictures?

Printer: \\ivcsfs\HPLJ-400-COLOR-BUSIN Paper size: Letter Quality: 300 x 300 dots per inch Paper type: Plain Paper



1 of 1 page

Copies of each picture: 1 Fit picture to frame

Options...

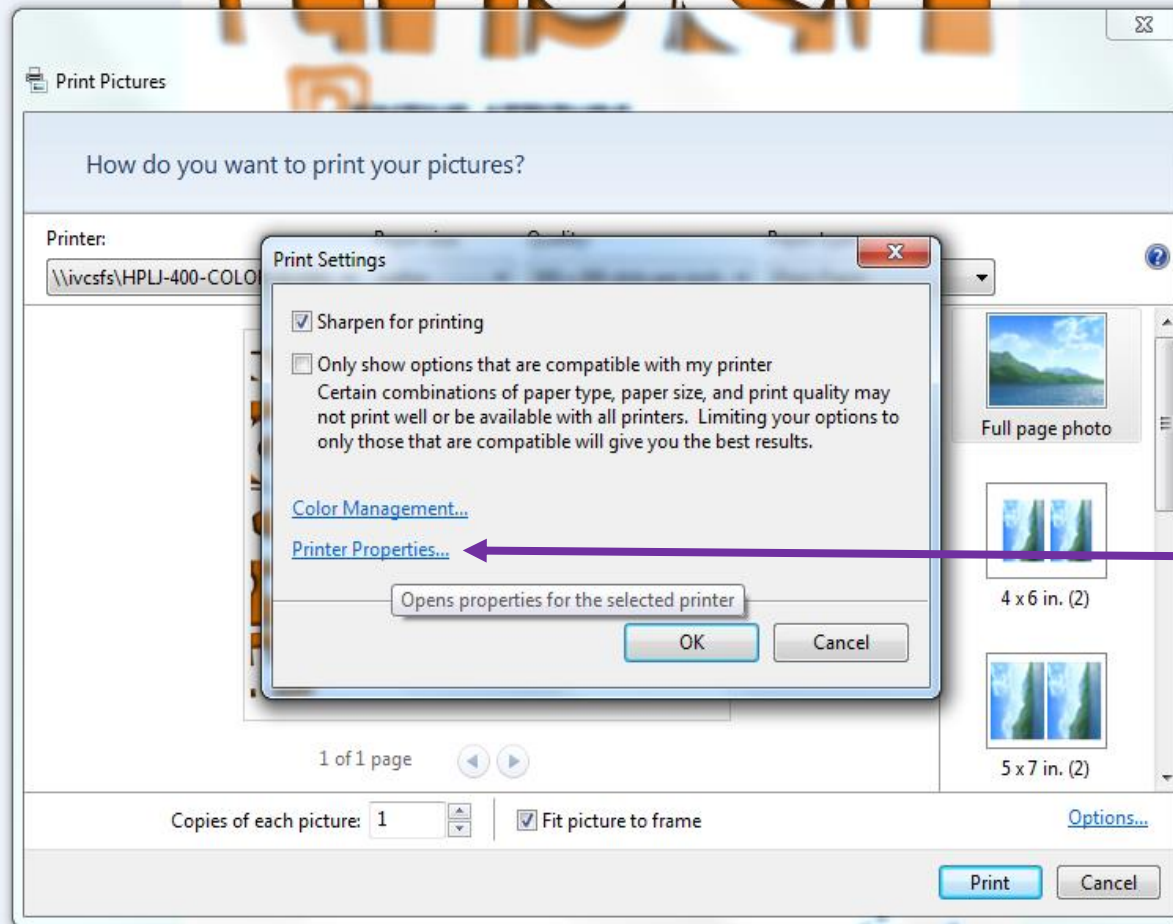
Print Cancel

- Full page photo
- 4 x 6 in. (2)
- 5 x 7 in. (2)

9. A new window will open, click *Options* in the bottom right-hand corner

Customize the way your pictures will print

[student name]



10. Another new window will open, click *Printer Properties*.

[student name]

Print Pictures

How do you want to print your pictures?

Printer: [Printer Name] Paper size: [Paper Size] Quality: [Quality] Paper type: [Paper Type]

Layout Paper/Quality

Orientation: Landscape

Page Order: Back to Front

Page Format

Pages per Sheet: 16

Draw Borders

Full page photo

4 x 6 in. (2)

5 x 7 in. (2)

Print Cancel

Advanced... OK Cancel

11. Set *Pages per Sheet* to 16

12. Be sure the *Draw Borders* box is NOT checked.

13. Then click *OK*

Print Pictures

How do you want to print your pictures?

Printer: \\ivcsfs\HPLJ-400-COLOR-BUSIN Paper size: Letter Quality: 300 x 300 dots per inch Paper type: Plain Paper

[MRS. LINNELL]

POSITIVE ATTITUDE RESPECT & RESPONSIBILITY INTEGRITY EDUCATION QUALITY

Full page photo Select a layout

4 x 6 in. (2)

5 x 7 in. (2)

1 of 1 page

Copies of each picture: 1 Fit picture to frame

Options... Print Cancel

14. Select *HPLJ-400-COLOR-BUSINESS* as the printer

15. Make sure *Full page photo* is selected

16. Type the number of tickets you would like here.
(For example, if you type 16, you will get one page of 16 tickets. If you type 32, you will get two pages of 16 tickets, etc).

17. Click *Print*

[student name]



Print Pictures

Please wait

Printing page 12 of 16...

Print Cancel

Please note, it will look like it is printing one ticket per page. But it will print 16 per page. Here it says it is printing 16 pages, but if the settings were entered correctly it will print 16 tickets on one page.

Please print one page with one ticket as a test. To do this follow all of the steps, but for step #16 type 1 instead of a multiple of 16

[student name]