The ID Card Setup and Print is a program that will allow you to create and print student ID Cards that can contain various information for all students or for selected students. The ID Card Setup and Print form is accessible through View All Forms.

The different information to print on the ID Cards is listed on the left side of the form. The Additional Print Options are limited according to the space available on the Student ID Card. The following options are available:

- **Student Number or Permanent ID** – will print either Student number or Permanent ID
- **Grade** – can print the Student Grade
- **Hair Color, Eye Color** – hair and eye colors can be printed from codes selected from the drop down but all codes must be setup in the COD table
- **Height and Weight** – can be printed but must be hand entered
- **Class Times** – will print time frame of scheduled classes
- **Signature Line** – will print a signature line for the student to sign their name
- **Barcode** – will print barcode for scanning with Student Number or Permanent ID
- **Leading Zeroes** – will adjust to no longer print zeroes in the Student Number or Permanent ID
- **STU or SUP Field** – can select an additional field to be printed from STU or SUP table
As each selection is made the **Student ID Card Preview** in the middle of the form will display a preview of the Student ID Card with the information selected. If there are photos loaded for the students they will always print on the Student ID Card. The option to **Show Photo** is only used to display the photo on the preview. The **Adjust** option will allow the photo to be fitted to the space on the Student ID Card.

The right side of the form will allow you to select the students to print which includes only the student displayed or ALL students that are tagged. The buttons are available to **Tag All Students** which will print a Student ID Card for all students and the **Remove All Tags** will un-tag All students. The **AddToPrt** button at the bottom will allow you to individually select the student displayed to be tagged to print. The **DoNotPrt** button will allow you to deselect a student to be printed.
CREATING THE STUDENT ID CARD

The standard data to be printed on the Student ID Card will contain the school year, school name and address, student name, student number or ID and date of Birth. The **Grade** can also be selected to print to the right of the student name.

To select the hair, eye, height or weight to print on the Student ID Card click the mouse on the check box and the fields will now allow you to enter the information. To add the **Hair Color** or **Eye Color** the codes and descriptions **must** be setup in the **COD** table. Click the mouse on the drop down and select the color of the **Hair** or **Eyes**.

To add the height, enter the total Inches into the **Height** field. To add weight, enter the total number of pounds in the **Weight** field.

**NOTE:** Any student that will be selected to Print with their Hair, Eye, Height or Weight **MUST** have this information hand entered for each student before printing. A Query Change could also be used to add this data for each student.
The Student ID Card will preview the information selected to print. Take note to the space remaining on the Student ID Card.

Additional information can be selected such as the **Class Times** and **Signature Line**. The Student ID Card will re-display the information selected. Take note that there is no space remaining on the Student ID Card.

If another option is selected to print a message will display indicating that the Student ID Card has reached the maximum and there is no space remaining.

In order to select a different option to be printed you must de-select one or more of the other options to make space on the Student ID Card. For example, above the **Class Times** and **Signature Line** was selected. In order to make room for **Barcode** to print you must de-select options such as **Class Times** and **Signature Line** then re-select the **Barcode**. The preview will redisplay the Student ID Card.
The **Leading Zeroes** option will print the beginning zeroes in the front of the **Student Number** or **Permanent ID** such as in the example below on the left. If this option is de-selected the zeroes will no longer display in the **Student Number** or **Permanent ID** and will not be printed as in the example on the right. The **Barcode** will also be adjusted to no longer print the zeroes.

The **STU or SUP Field** option will allow you to select any field from the **STU** or **SUP** tables to be printed on the Student ID Card. After clicking the mouse on the selection box the following fields will display.

A label can be entered in the **Field Label to Print**. For example, if the **Permanent ID** card has been selected to print you may also want the **Student Number** to print. The label **Student Number** can be entered into the field. To select a field from either the **STU** or **SUP** table, click the mouse on the drop down list to select the field, such as **SN** for Student Number.

The Student ID Card will then be previewed to display the label and field selected.
Depending on the size and resolution of the picture the Adjust option might be needed to make adjustments to the photo. When the Adjust option is selected the photo will be adjusted to fit better in the photo area.

SELECTING STUDENTS TO PRINT

The student displayed on the form will contain the DEFAULT settings for all students that will be tagged to print. After the Student ID Card has been setup the Print Which Students option must be selected. The default is to Print ID for this Student Only. Clicking the mouse on the Print button will ONLY print the student displayed with the options selected.

If the option is selected to Print ID cards for ALL Tagged Students the students to be printed must be selected. An option will now display that will allow you to KEEP all students tagged after the printing has completed. If this option is not selected the students will no longer be tagged to print when the report is generated. To tag all students click the mouse on the Tag All Students button.

NOTE: A KEEP or SKIP query can be run to limit the students that will be tagged to print when the Tag All Students button is used. If a KEEP or SKIP query is used a red message will appear on the ID Card Setup and Print screen indicating that student records are being skipped.
The following message will display indicating that all students have been tagged to be printed and that you CANNOT use the Print Preview option.

![Microsoft Office Access](image)

All students have been Tagged for printing ID cards.

You cannot use "Print Preview" option when printing more than 8 students (1 page).

144 students (244 pages) will be printed. Each page must be closed before the next will be displayed.

The To be Printed Tag will now display a P for ALL students and the Print Preview button will no longer be accessible. Click the mouse on the Print button and the Student ID Cards will be generated and sent to the default printer.

![Photo File Name](image)

To be printed Tag: P

The Stop Printing ID Cards button will now display red. To stop generating the Student ID Cards click the mouse on the Stop Printing ID Cards button and no more pages will be sent to the printer. Remember that the pages already sent to the printer will still print and must be cancelled from the printer.

![Stop Printing ID Cards](image)

To un-tag all students click the mouse on the Remove All Tags button. The To be Printed Tag will no longer display a P for ALL students and the Print Preview button will now be accessible.

![Remove All Tags](image)

REMEMBER: The DEFAULT student must be displayed prior to clicking the Print button.
To select only specific students to be printed display the student on the form and click the mouse on the AddToPrt button. The To be Printed Tag will now display a P. When manually selecting students to be printed the Print Preview button will be accessible. To de-select a student click the mouse on the DoNotPrt button and the P will no longer display.

To print the students selected, you must return to the DEFAULT student where the settings were made. These settings will display for ALL students selected. Click the mouse on the Print button. If the Print Preview button has been selected the Student ID Cards will display on the form.

REMEMBER: The DEFAULT student must be displayed prior to clicking the Print button.