# Configuring Alma Pull Slips for CBB Stickers

The printing directions must be followed one time at setup **for each *computer* that will be printing slips**, and **it** **may need to be repeated** when the browser is updated or used to print something else with different settings.

If the print preview looks wrong, make sure these settings are in place.

1. Open your browser’s print settings. (Choose “Print” from the menu.)  
     
   A screenshot of a computer

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2. Make sure the margins are set to **0.40” on top and 0.17”** on the other three sides.

In Chrome, you will need to click “More Settings” and “Custom,” and then you can drag the margins on the print preview pane.

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In Firefox (on a Mac), the correct margins are easiest to get by choosing “Minimum,” then “Custom,” and setting **Top** to **0.40**  
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1. You also need to set the **Scale** to 96.  
     
   A screenshot of a computer screen

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Firefox Chrome

1. Make sure you aren’t printing on both sides.  
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2. If your browser offers the option, you’ll want to set it *not* to print headers and footers. (This setting is also marked in the screenshots above.) This isn’t a big deal, but it saves a little time and ink.

The following directions must be followed one time at setup **for each *account* that will be printing pull slips**. This setting should stay in place indefinitely.

1. Click the “Cloud App Center” icon and then click “Printing Multiple Slips Per Page” to open the app
2. Click the two arrows to expand the app to full screen  
   A screenshot of a phone

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3. Click the ellipsis to get access to settings.   
   A white square with black and blue symbols

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4. Click the gear icon  
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5. When the settings open, the template chosen will likely be “Standard 2 per line format,” but you want to make sure it’s set to “**Print for our labels**”  
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6. Click “Save.”  
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7. Now you can click “Back,” to get to the standard printing menu, and the arrow icon to make the app its normal size.   
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