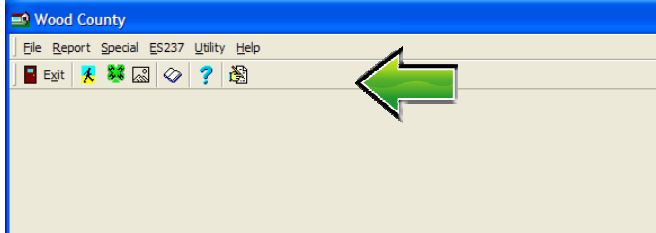
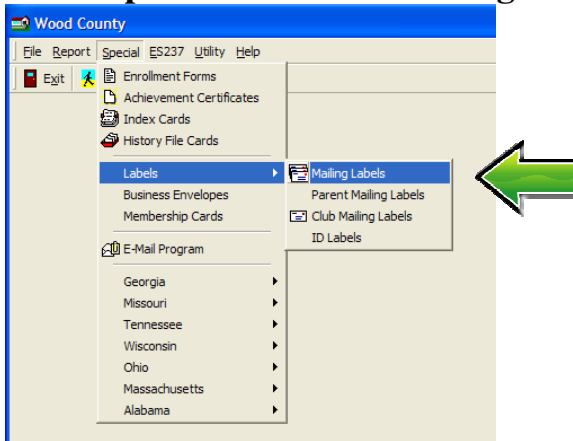


# How to change the layout (page setup) for labels so that column 1 of the label doesn't get cut off.

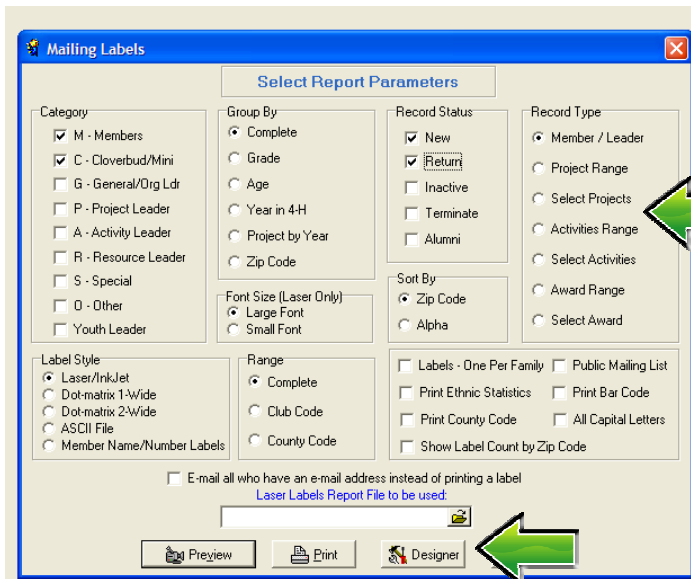
## Open Youth Enrollment



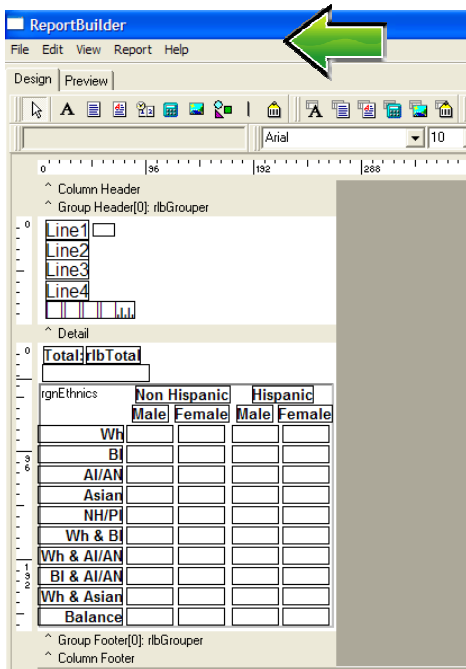
## Go to Special / Labels / Mailing Labels



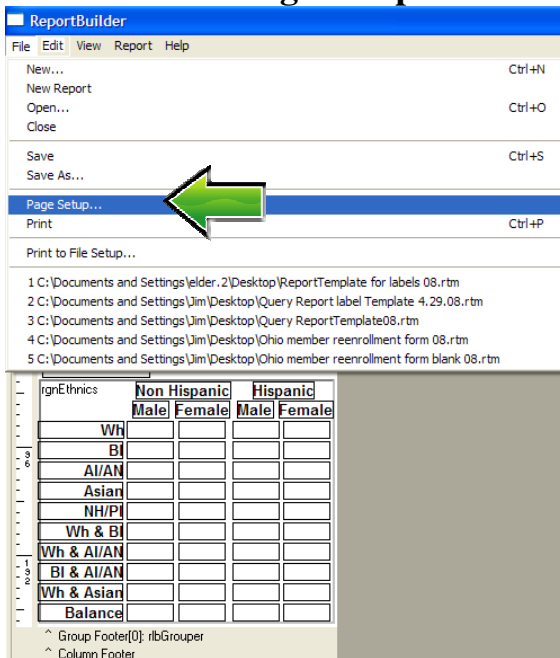
## Check the appropriate boxes / click on the designer tab located at the bottom of the screen



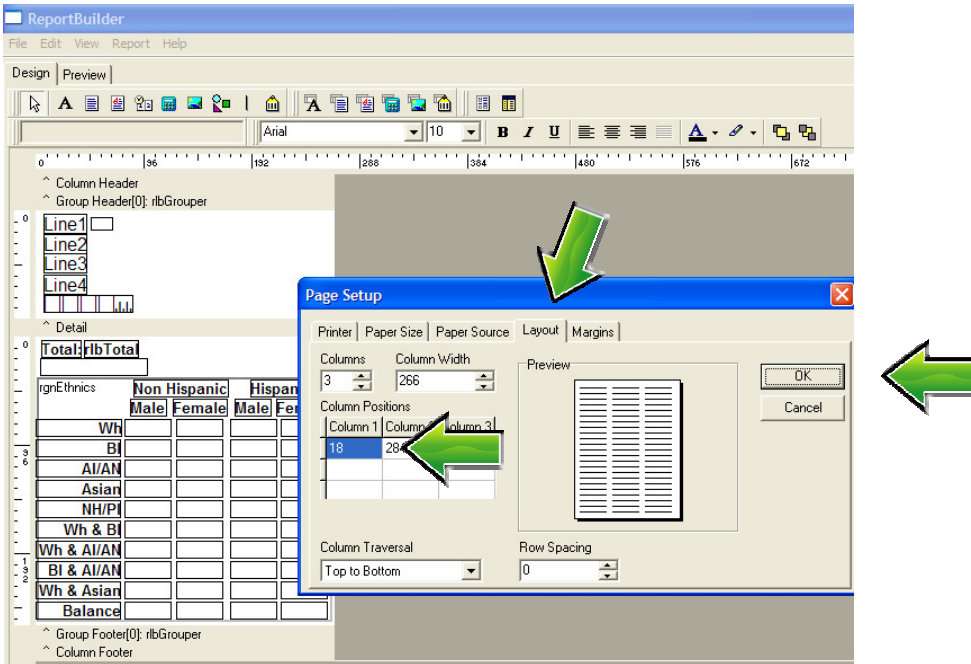
## The Report Builder screen is displayed



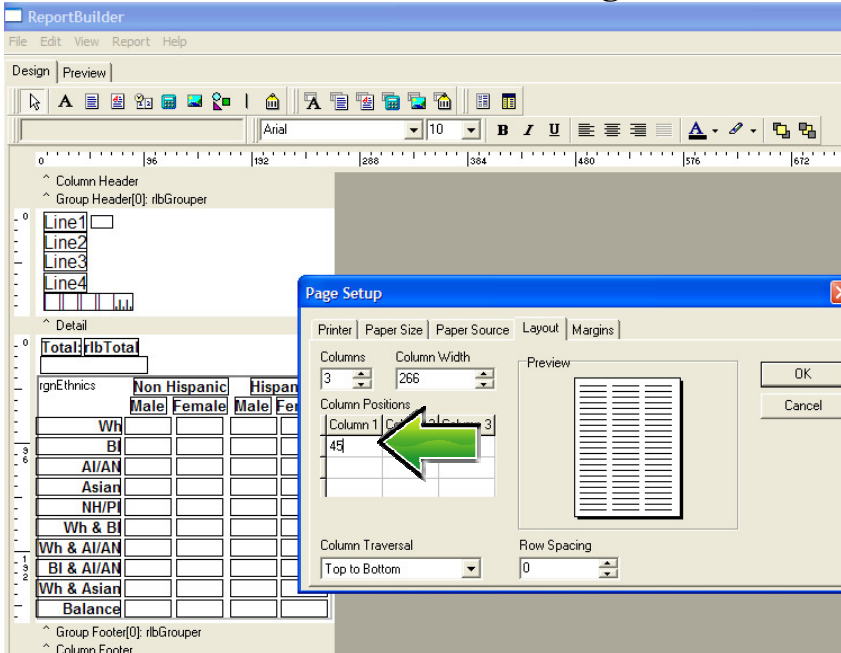
## Click on File / Page Setup



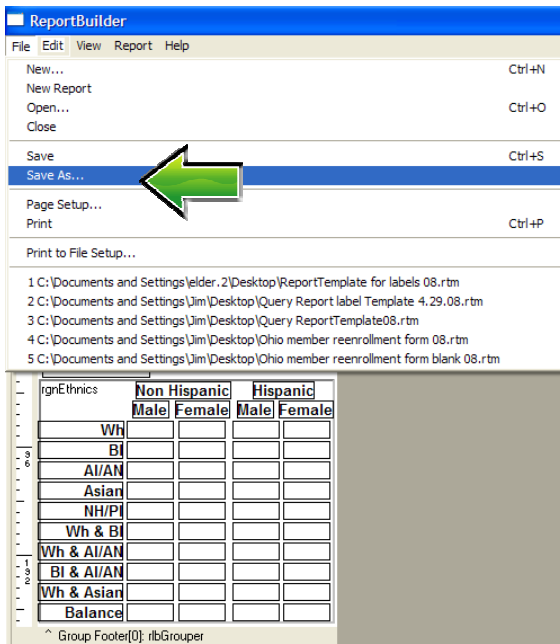
**Page setup you can change the Column 1 number from 18 to about 45, then click on OK**



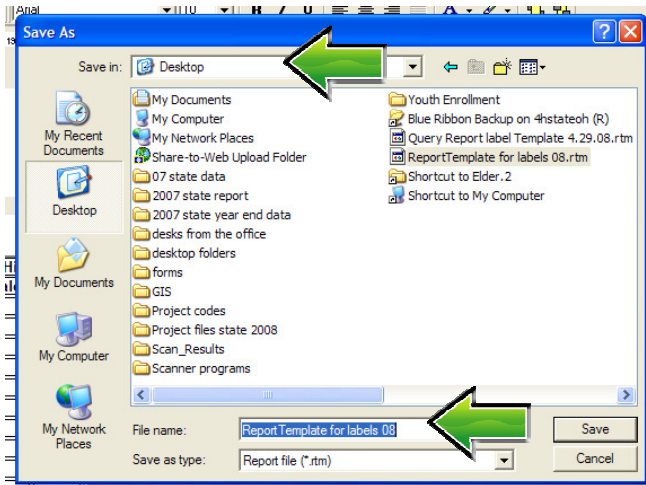
**The Column 1 number has been changed to 45**



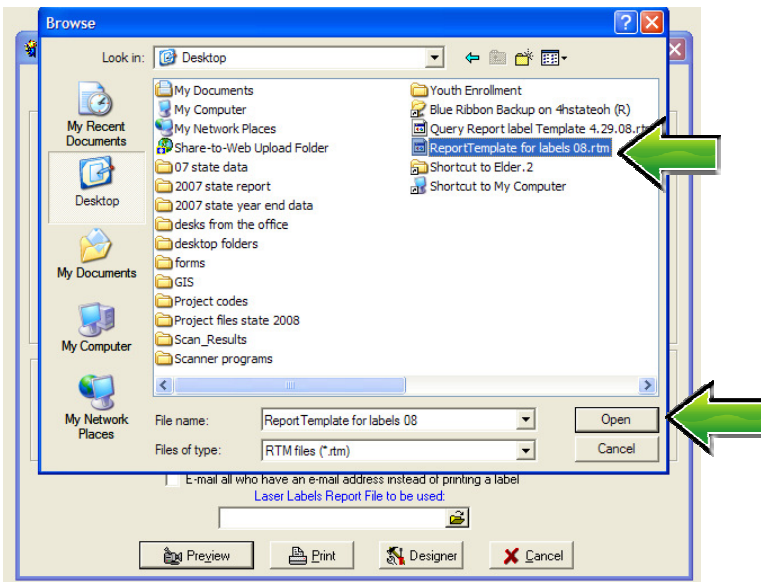
Next select File / Save as /



Give this template a name and save it to a location where you can find it later / click save



From this point go back to special / labels / mailing labels, check the appropriated boxes / click on the box labeled Laser Labels Report File to be used / select the label template that you just created and click open



**Select preview to make sure that the labels are positioned correctly, you will want to print off one page to make sure that the labels are positioned correctly, if not you may have to go back and adjust column 1 layout, then print labels**

