

## Editable Student Login Cards

FOR MANUAL LOGIN TO THE BOOKNOOK PLATFORM

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These login cards are designed to be filled out using **Adobe Reader** or any Adobe suite program. Please follow these steps carefully to ensure your login cards are filled out correctly.

**Important Note:** Make sure to open this PDF in Adobe Reader specifically. Some computers may open PDFs in Preview instead, which can prevent the form from functioning correctly. To open the PDF in Adobe Reader after downloading:

- 1. Locate the downloaded PDF file (typically in your downloads folder or your preferred download location if different)
- 2. Right-click on the PDF file.
- 3. Select Open With > Adobe Reader.

	HOW TO EDIT, SAVE, & PRINT LOGIN CARDS				
51	Editing	<ol> <li>Open this PDF file in Adobe Reader.</li> <li>Locate the editable form fields on the Student Login Information table on the next page (page 3).</li> <li>Editable fields are typically highlighted in blue.</li> <li>Type or paste student information into the provided table.</li> <li>As you add information into the table, the student name, student BookNook username, and optional field information (if used) will <b>automatically</b> appear on each login card throughout the document.</li> <li>Important: Non-editable elements such as the QR code, borders, clipart, and some text cannot be changed.</li> </ol>			
		<ul> <li>Note About Student Limits</li> <li>This document is set to accommodate up to 30 students. If you need login cards for more than 30 students: <ol> <li>Save and print this document for the first group of 30 students.</li> <li>Repeat the process and save separate PDF files for each additional group of up to 30 students.</li> </ol> </li> </ul>			
S7	TEP 2 Saving	<ol> <li>When you are finished, go to File &gt; Save As.</li> <li>Rename the document and choose your preferred location to save the completed PDF.</li> </ol>			
51	EP 3 Printing	<ol> <li>Go to File &gt; Print.</li> <li>In the print dialog:         <ul> <li>Page Scaling: Select the "Fit" option to ensure all content fits within the printable area.</li> <li>Paper Size: Confirm that the correct paper size (e.g., Letter) is selected based on your printer settings.</li> <li>Print Range: If you only need a subset of the login cards, specify the page range (e.g., pages 4-8) in the "Pages" field.</li> </ul> </li> <li>Click Print</li> </ol>			
Please note, any fields that you did not fill out in the Student Login Information T page 3 will print blank.		Please note, any fields that you did not fill out in the Student Login Information Table on page 3 will print blank.			



Type or paste student information into the provided table as you want it to appear on the login cards. Use the optional column if you wish to include site name, school, or additional information. You may also leave the optional column blank.

Student Name	Student BookNook Username	Optional: Site Name, School, etc.









