

How To Print INI Data onto Post-It Notes

This page has all instructions for getting, setting up and printing the INI assignments onto Post-it notes for INI coordinators.

Follow these steps.

1. Have your shift coordinator send you line data for the current schedule in a text file.
 - a. Click the print button at the top of the worker schedule and choose “Individual Line Cards.”
 - b. Do not click the print button. Select all line card data by clicking at the top of the line cards and dragging the mouse down until the bottom cards are selected. Be sure to select all cards.
 - c. Hit Ctrl-C to copy all highlighted data.
 - d. Open a text file editor like Notepad. Don’t use an editor like Word; it won’t work.
 - e. Save the file and have them send it to you.
2. Open the text file, click in the file and hit Ctrl-A (select all), then hit Ctrl-C (copy).
3. Go to haroldnolte.com/Schedule. Click in the text window and hit Ctrl-V (paste) to paste the text into that window.
4. Click the “Format Data” button on the page.
5. A second text window will appear below the button.
6. Click inside the second window, hit Ctrl-A then Ctrl-C.
7. If you don’t have the spreadsheet yet, download it from the web page.
8. Open the spreadsheet and click Ctrl-V to paste the data into the spreadsheet. Make sure cell A1 is selected before you paste the data.
9. Hit Ctrl-P (print). This opens the print dialog window. Make the following changes if they aren’t already set.
 - a. In Print Selection, select “Only print the current selection.”
 - b. In the last selection (usually set to “No Scaling”), select “Fit All Columns on One Page.”
 - c. Set the margins to 0.6” Top & Bottom, 0.7” Left & Right, 0.3” Header & Footer.
 - d. Click Print.
 - e. When printing is done, place Post-it notes on the sheets where assignments are.
 - f. Place the paper back into the printer and print again.
10. To save ink, you could print using the borders only (before pasting assignment data). Then past data in, and print onto Post-it notes.
11. When finished, highlight all populated cells and hit delete to remove all assignments.
12. Be careful – don’t change any properties of the cells on the sheet.
13. A separate sheet has blanks that you can print (see the “Blanks” tab at the bottom of the spreadsheet).