

# Printable Bill Labels for Files and Folders



March, 2013

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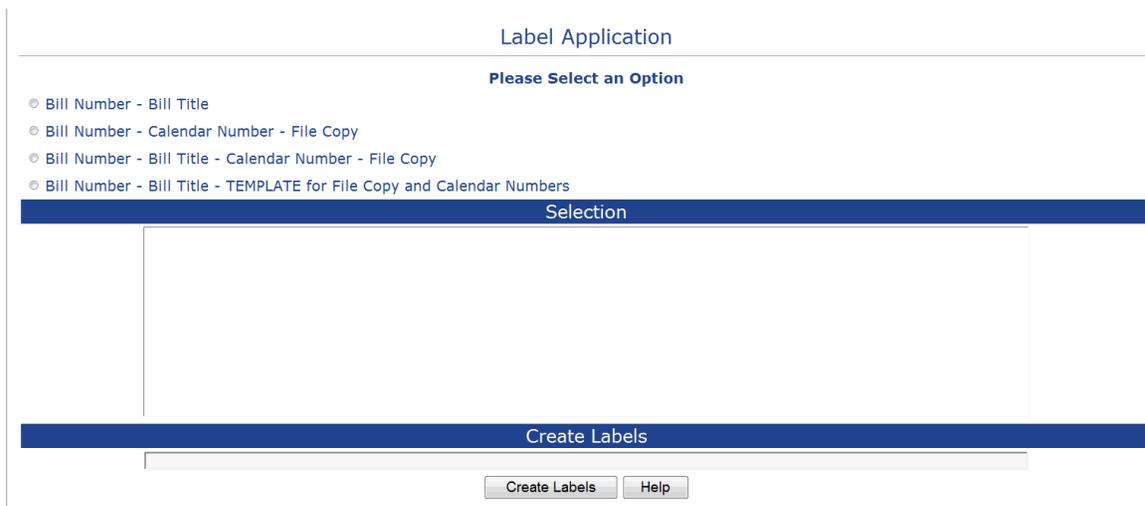
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## Create Bill Labels

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1. Open **Internet Explorer**  to display the CGA Home Page.
2. Point to **My Job**, and click **Bill Labels**.

The **Label Application** screen displays.



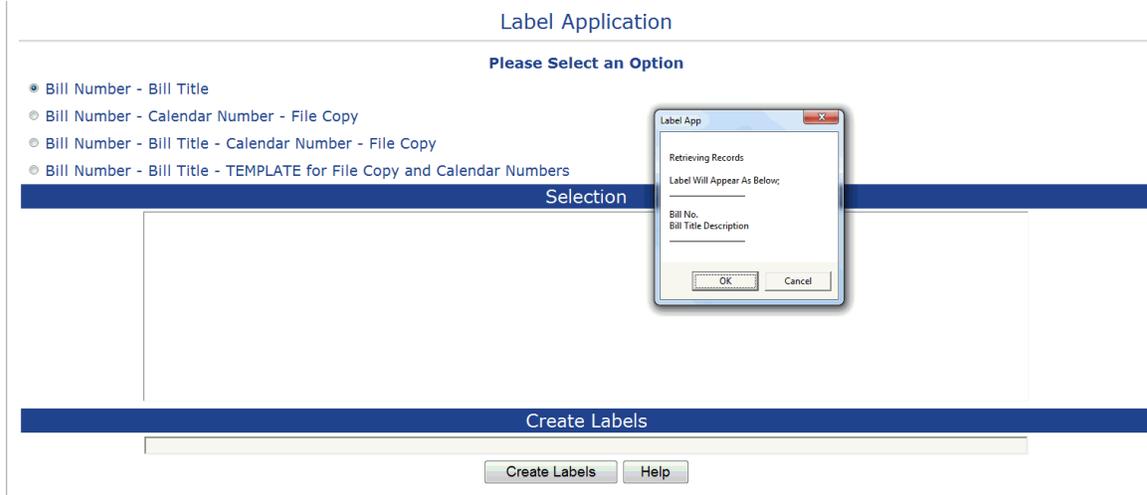
The screenshot shows a web form titled "Label Application". Below the title is a horizontal line, followed by the text "Please Select an Option". There are four radio button options listed: "Bill Number - Bill Title", "Bill Number - Calendar Number - File Copy", "Bill Number - Bill Title - Calendar Number - File Copy", and "Bill Number - Bill Title - TEMPLATE for File Copy and Calendar Numbers". Below these options is a large white rectangular area with a blue border, labeled "Selection" at the top. At the bottom of the form is a blue bar labeled "Create Labels", followed by a light gray bar containing two buttons: "Create Labels" and "Help".

3. Click a radio button to select one of the following label options.
  - **Bill Number – Bill Title**
  - **Bill Number – Calendar Number – File Copy**
  - **Bill Number – Bill Title – Calendar Number – File Copy**
  - **Bill Number – Bill Title – TEMPLATE for File Copy and Calendar Numbers**

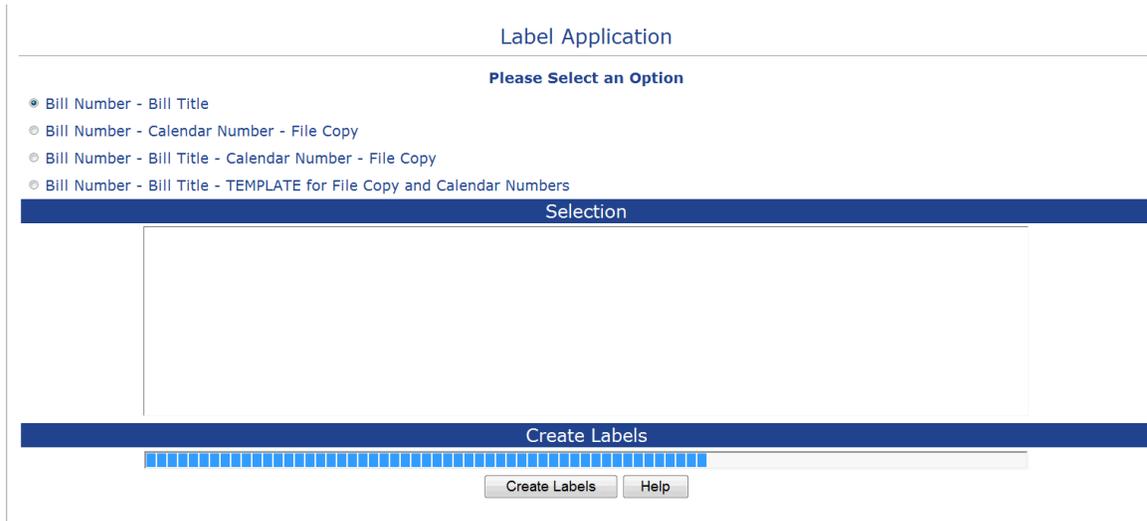
## Printable Bill Labels

A message box displays to show how the labels will be formatted.

**NOTE:** The information in the dialog box will change depending upon which option is selected.



4. Click **OK**. You will see the progress bar display as the bills are retrieved.



## Printable Bill Labels

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The bills from the current session will display in the **Selection** field.

Label Application

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Please Select an Option

- Bill Number - Bill Title
- Bill Number - Calendar Number - File Copy
- Bill Number - Bill Title - Calendar Number - File Copy
- Bill Number - Bill Title - TEMPLATE for File Copy and Calendar Numbers

**Selection**

HB 5001 - AAC FUNDING FOR PAYMENTS TO TOWNS IN LIEU OF TAXES ON REAL PROPERTY OF PRIVATE COLLEGES, GEI  
HB 5002 - AAC PILOT PAYMENTS FOR SUPPORTIVE HOUSING.  
HB 5003 - AA IMPLEMENTING THE CONSTITUTIONAL SPENDING CAP.  
HB 5004 - AAC STATE AND MUNICIPAL EMPLOYEE RETIREMENT INCOME.  
HB 5005 - AAC FUNDING FOR THE GOVERNOR'S HORSE GUARDS FACILITIES.  
HB 5006 - AAC STATE EMPLOYEE CONTRIBUTIONS FOR RETIREE HEALTH INSURANCE COVERAGE.  
HB 5007 - AAC THE USE OF FUNDS IN ACCOUNTS ESTABLISHED FOR DESIGNATED PURPOSES.  
HB 5008 - AAC THE CONSTITUTIONAL SPENDING CAP.  
HB 5009 - AAC A DEFINED CONTRIBUTION RETIREMENT PLAN FOR STATE EMPLOYEES.  
HB 5010 - AA EXCLUDING REIMBURSEMENTS TO STATE EMPLOYEES FOR MILEAGE OR OTHER EXPENSES FROM THE CA  
HB 5011 - AAE A DEFINED CONTRIBUTION BENEFIT PLAN FOR UNCLASSIFIED STATE EMPLOYEES.

**Create Labels**

5. Select the bills for the labels using one of the following methods:

- To select a single bill, scroll through the list and click on the desired bill.
- To select nonadjacent bills, scroll through the list and while holding down the **Ctrl** key, click on the desired bills from the list.
- To select adjacent bills, scroll through the list and click on the first bill. Hold down the **Shift** key and click on the last bill to be selected from the list.

## Printable Bill Labels

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6. Click the **Create Labels** button.

Label Application

Please Select an Option

- Bill Number - Bill Title
- Bill Number - Calendar Number - File Copy
- Bill Number - Bill Title - Calendar Number - File Copy
- Bill Number - Bill Title - TEMPLATE for File Copy and Calendar Numbers

Selection

HB 5001 - AAC FUNDING FOR PAYMENTS TO TOWNS IN LIEU OF TAXES ON REAL PROPERTY OF PRIVATE COLLEGES, GE  
HB 5002 - AAC PILOT PAYMENTS FOR SUPPORTIVE HOUSING.  
HB 5003 - AA IMPLEMENTING THE CONSTITUTIONAL SPENDING CAP.  
HB 5004 - AAC STATE AND MUNICIPAL EMPLOYEE RETIREMENT INCOME.  
HB 5005 - AAC FUNDING FOR THE GOVERNOR'S HORSE GUARDS FACILITIES.  
HB 5006 - AAC STATE EMPLOYEE CONTRIBUTIONS FOR RETIREE HEALTH INSURANCE COVERAGE.  
HB 5007 - AAC THE USE OF FUNDS IN ACCOUNTS ESTABLISHED FOR DESIGNATED PURPOSES.  
HB 5008 - AAC THE CONSTITUTIONAL SPENDING CAP.  
HB 5009 - AAC A DEFINED CONTRIBUTION RETIREMENT PLAN FOR STATE EMPLOYEES.  
HB 5010 - AA EXCLUDING REIMBURSEMENTS TO STATE EMPLOYEES FOR MILEAGE OR OTHER EXPENSES FROM THE CA  
HB 5011 - AAE A DEFINED CONTRIBUTION BENEFIT PLAN FOR UNCLASSIFIED STATE EMPLOYEES.

Create Labels

Create Labels Help

The label document is created in Word with the selected bill numbers and text. You can format the text as desired.

The label application can generate the following types of labels.

## Printable Bill Labels

Bill Number - Bill Title

<b>HB 5001</b> AAC FUNDING FOR PAYMENTS TO TOWNS IN LIEU OF TAXES ON REAL PROPERTY OF PRIVATE COLLEGES, GENERAL HOSPITALS, CHRONIC DISEASE HOSPITALS AND CERTAIN	<b>HB 5004</b> AAC STATE AND MUNICIPAL EMPLOYEE RETIREMENT INCOME.
<b>HB 5007</b> AAC THE USE OF FUNDS IN ACCOUNTS ESTABLISHED FOR DESIGNATED PURPOSES.	<b>HB 5008</b> AAC THE CONSTITUTIONAL SPENDING CAP.
<b>HB 5018</b> AAE A TAX CREDIT FOR BUSINESSES THAT PROVIDE SCHOLARSHIPS FOR MANUFACTURING TRAINING PROGRAMS.	<b>HB 5029</b> AA REPEALING THE SALES TAX ON VEHICLES.
<b>HB 5038</b> AA REPEALING THE BUSINESS ENTITY TAX.	<b>HB 5061</b> AAC THE PERCENTAGE OF AFFORDABLE HOUSING UNITS REQUIRED IN A MUNICIPALITY.
<b>HB 5089</b> AAC FINANCIAL RELIEF TO THE STATE AND MUNICIPALITIES AND THE PREVAILING WAGE THRESHOLD.	<b>HB 5097</b> AA REQUIRING A TWO-THIRDS VOTE TO ENACT NEW MUNICIPAL MANDATES.

## Printable Bill Labels

Bill Number - Calendar Number - File Copy

HB 5072	FC 15	HB 5310	FC 100
HCal 40	SCal 0	HCal 97	SCal 0
HB 5500	FC 24	HB 6331	FC 39
HCal 51	SCal 0	HCal 67	SCal 0
SB 0158	FC 104	SB 0319	FC 105
HCal 0	SCal 139	HCal 0	SCal 142
SB 0465	FC 107	SB 0808	FC 9
HCal 0	SCal 152	HCal 0	SCal 43

Bill Number - Bill Title - Calendar Number - File Copy

<p>HB 5072 File No. 15</p> <p>Senate Cal. # 0_ House Cal. # 40_</p> <p><u>AAC AUTOMOTIVE GLASS WORK.</u></p>	<p>HB 5423 File No. 30</p> <p>Senate Cal. # 0_ House Cal. # 55_</p> <p><u>AAC REVISIONS TO THE HIGHER EDUCATION STATUTES.</u></p>
<p>HB 5500 File No. 24</p> <p>Senate Cal. # 0_ House Cal. # 51_</p> <p><u>AA REQUIRING INSTITUTIONS OF HIGHER EDUCATION TO PROVIDE STUDENTS WITH</u></p>	<p>HB 6416 File No. 85</p> <p>Senate Cal. # 0_ House Cal. # 83_</p> <p><u>AAC STATE CHARTER SCHOOL EMPLOYEES.</u></p>
<p>HB 6434 File No. 86</p> <p>Senate Cal. # 0_ House Cal. # 84_</p> <p><u>AAC VOLUNTEER FIRE DEPARTMENTS AND AMBULANCE COMPANIES AND THE</u></p>	<p>SB 0564 File No. 60</p> <p>Senate Cal. # 119 House Cal. # 0_</p> <p><u>AAC MERCURY EMISSIONS TESTING AT CERTAIN POWER PLANTS.</u></p>
<p>SB 0815 File No. 109</p> <p>Senate Cal. # 150 House Cal. # 0_</p> <p><u>AAC THE CONSOLIDATION OF NONEDUCATIONAL SERVICES.</u></p>	<p>SB 0863 File No. 21</p> <p>Senate Cal. # 61_ House Cal. # 0_</p> <p><u>AAC FACTORS USED IN AUTOMOBILE INSURANCE RATING.</u></p>

# Printable Bill Labels

Bill Number - Bill Title - TEMPLATE for File Copy and Calendar Numbers

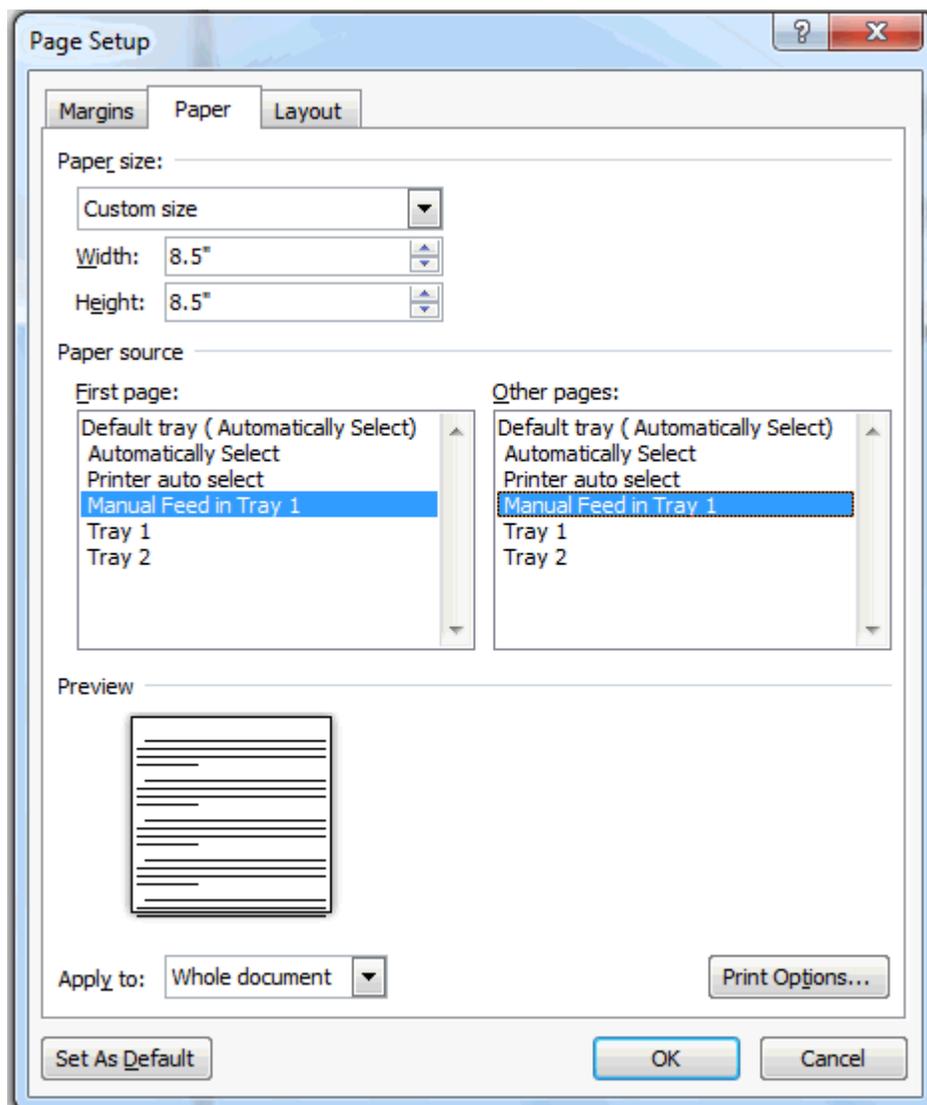
HB 5001 File Copy # _____ Senate Cal. # ____ House Cal. # ____ <u>AAC FUNDING FOR PAYMENTS TO TOWNS IN LIEU OF TAXES ON REAL PROPERTY OF</u>	HB 5004 File Copy # _____ Senate Cal. # ____ House Cal. # ____ <u>AAC STATE AND MUNICIPAL EMPLOYEE RETIREMENT INCOME.</u>
HB 5007 File Copy # _____ Senate Cal. # ____ House Cal. # ____ <u>AAC THE USE OF FUNDS IN ACCOUNTS ESTABLISHED FOR DESIGNATED PURPOSES.</u>	HB 5008 File Copy # _____ Senate Cal. # ____ House Cal. # ____ <u>AAC THE CONSTITUTIONAL SPENDING CAP.</u>
HB 5018 File Copy # _____ Senate Cal. # ____ House Cal. # ____ <u>AAE A TAX CREDIT FOR BUSINESSES THAT PROVIDE SCHOLARSHIPS FOR</u>	HB 5029 File Copy # _____ Senate Cal. # ____ House Cal. # ____ <u>AA REPEALING THE SALES TAX ON VEHICLES.</u>
HB 5038 File Copy # _____ Senate Cal. # ____ House Cal. # ____ <u>AA REPEALING THE BUSINESS ENTITY TAX.</u>	HB 5061 File Copy # _____ Senate Cal. # ____ House Cal. # ____ <u>AAC THE PERCENTAGE OF AFFORDABLE HOUSING UNITS REQUIRED IN A</u>
HB 5089 File Copy # _____ Senate Cal. # ____ House Cal. # ____ <u>AAC FINANCIAL RELIEF TO THE STATE AND MUNICIPALITIES AND THE PREVAILING WAGE</u>	HB 5097 File Copy # _____ Senate Cal. # ____ House Cal. # ____ <u>AA REQUIRING A TWO-THIRDS VOTE TO ENACT NEW MUNICIPAL MANDATES.</u>

### Print Bill Labels

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✓ **IMPORTANT!** The printable label sheets are **Avery 5262**. If the printer has a **Manual Feed** tray, be sure to select it before printing. The **Avery 5262** labels may be obtained from the **Copy and Supply Center**.

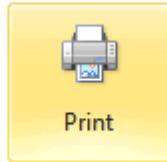
1. Click the **File** tab, and click **Print**.
2. Select the appropriate printer from the **Printer** list.
3. Click the **Page Setup** option
4. Click the **Paper** tab in the **Page Setup** dialog box.



## Printable Bill Labels

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5. Under the **Paper source** section, select **the Manual Feed Tray** option for the **First page** and **Other pages** and click **OK**.
6. Load the **Avery 5262** label sheets into the tray. Be sure to follow the instructions on the printer tray to load the sheets correctly either face down or face up.



7. Click the **Print** button.
8. Save the label document, if necessary.