



## CREATING MAILING LABELS

1. From the Functions menu, select **System Reports > Setup > Mailing Labels**
2. Click on **New**
3. Give your report a **detailed** Layout Name
4. Fill in the information (see example shown below - using Avery 5160 labels).
5. When finished, click on **Submit**

Layout Name: 00 Mailing Labels - To The Parents Of ( Table Students

Font: Times

Font Size: 10 points      Line Height: 10 points

Page Left Margin: .19 inches      Page Top Margin: .5 inches

Label Width: 2.63 inches      Label Height: 1 inches

How Many Columns Of Labels: 3      How Many Rows Of Labels: 10

Space Between Each Column: .12 inches      Space Between Each Row: 0 inches

Horizontal Padding For Label Text: .2 inches      Vertical Padding For Label Text: .2 inches

Label Content Fields

```
TO THE PARENTS/GUARDIAN OF:  
^ (First_name;uppercase) ^ (Last_name;uppercase)  
^ (mailing_street;uppercase)  
^ (mailing_city;uppercase) ^ (mailing_state;uppercase) ^  
(mailing_zip)
```

Make this label accessible to

users at all schools       only users at District Office

Teachers can print?

Export as a template

Delete      Submit

You can use the Fields option to select the correct field names

You will most likely want to select "users at all schools"

6. If you want to preview the label to confirm layout, etc., click on **Print** from the Mailing Labels window and select your Mailing Label Layout from the drop-down list. \*Select One Page Only. Click on **Submit**. View from the Report Queue window.

7. When you are ready to use the report, select your group of students from the start page.
8. Select **Print Mailing Labels** from the Functions List.
9. Select the Label you created from the drop down list.
10. Select other options if needed.
11. Click on **Submit**.
12. View results from Report Queue List - Print if all is correct.

## Printing PS Laser Labels

To print the above Avery 5160 laser labels from PowerSchool, change **Page Scaling** to **NONE**.

