

CREATING ENVELOPES

1. From the Functions menu, select **System Reports > Setup > Form Letters**
2. Click on **New**
3. Give a *Detailed Title* of the form letter
4. Modify any information as necessary (default settings shown below) and Submit

Option	Value
Title of this form letter	<input type="text" value="00 Envelope - To The Parents Of"/> <small>Table Students</small>
Default font	<input type="text" value="Palatino"/>
Default font size	<input type="text" value="10"/>
Default text line height	<input type="text" value="12"/>
Page Size	<input 11")"="" type="text" value="Letter (8 1/2" x=""/> Custom Size: Height <input type="text"/> Width <input type="text"/>
Margins (inches)	Left <input type="text" value=".75"/> Top <input type="text" value=".5"/> Right <input type="text" value=".5"/> Bottom <input type="text" value=".5"/>
Orientation	<input type="text" value="Portrait (vertical)"/>
Scale	<input type="text" value="100"/>
This report available to	<input checked="" type="radio"/> users at all schools <input type="radio"/> only users at District Office
Teachers can print?	<input type="checkbox"/>
Report Body	
Export this report as a template	

5. Select the title of the form you just created and you will see the link **Report Body**. Enter name, address, etc. (below is an example of a standard envelope setup - this follows US Postal codes)

Use the Fields window to help enter the correct fields

Fields

```
^([39]name)
^([39]schooladdress)
^([39]schoolcity), ^([39]schoolstate) ^([39]schoolzip)

<tabl 4.25>TO THE PARENTS OF:
<tabl 4.25>^(first_name;uppercase) ^(last_name;uppercase)
<tabl 4.25>^(mailing_street;uppercase)
<tabl 4.25>^(mailing_city;uppercase) ^(mailing_state;uppercase) ^
(mailing_zip)
```

Submit

6. If you want to preview the envelope to check for content, etc., select a student.
7. Select Print a Report and select the report you want to view. Click on **Submit**. View results from Report Queue window.
8. If you need to make modifications to the report body, return to the Report Setup and make changes. Re-submit when complete.
9. When you are ready to use the report, select your group of users from the home page.
10. Select **Print Report** from the Functions list
11. Select the Envelope (Report) you created from the drop down list
12. Fill in any additional information you may need
13. Click on **Submit**
14. View Results from the Report Queue window.