



## 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	<pre>TO THE PARENTS/GUARDIAN OF: ^ (First_name;uppercase) ^ (Last_name;uppercase) ^ (mailing_street;uppercase) ^ (mailing_city;uppercase) ^ (mailing_state;uppercase) ^ (mailing_zip)</pre>		
Make this label accessible to	<input type="radio"/> users at all schools <input checked="" type="radio"/> only users at District Office		
Teachers can print?	<input type="checkbox"/>		
<a href="#">Export as a template</a>			
		<input type="button" value="Delete"/>	<input type="button" value="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**.

