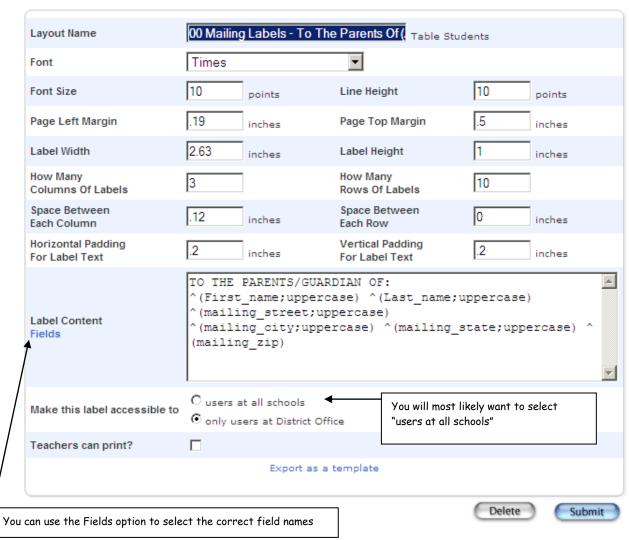


CREATING MAILING LABELS

- 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



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.

