



CREATING A MAIL LABEL SETUP

Purpose: Administrators - PowerSchool allows Schools & Districts to create their own Mail Label Setups. This feature comes in handy when you have a need for special labels or you have a preference as to how you would like your mail labels to look. This document describes the steps involved in setting up a Mail Label.

Setting up Mail Labels

1. From the School **Start Page**:
2. Click the **Reports** link (under Functions)
3. Click **Report Setup**
4. Select **Mailing Labels**

You will see a list of Mailing Labels that have already been set up for you as well as a **NEW** button located at the top.

5. Click **NEW**
6. You will be given a blank layout screen where you will be given the opportunity to name your label setup as well as providing settings, for Margins, Height, Width, etc.

NOTE: Usually all of the fields that you will include on your label will be in the Student Table, Be sure to select Students in the Table Field.

- Below is a completed Label Setup screen. You should be able to use these exact settings (with the exception of the Layout Name for all of your Mail Label setups if you use the Avery 5160).

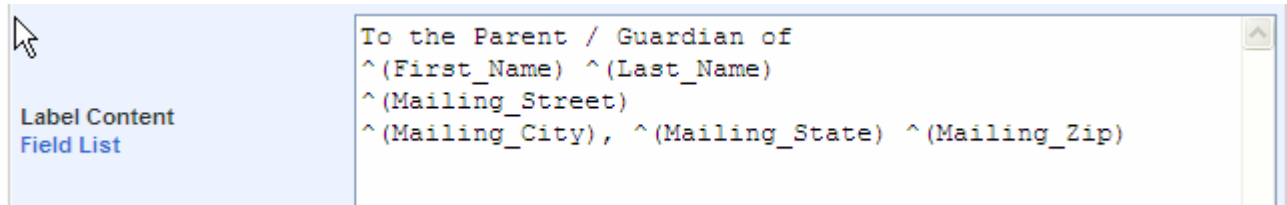
Layout Name	Parent of Label	Table Students
Font	Times	
Font Size	10 points	Line Height 10 points
Page Left Margin	.19 inches	Page Top Margin .5 inches
Label Width	2.63 inches	Label Height 1 inches
How Many Columns Of Labels	3	How Many Rows Of Labels 10
Space Between Each Column	.12 inches	Space Between Each Row 0 inches
Horizontal Padding For Label Text	.2 inches	Vertical Padding For Label Text .2 inches

This top portion of the screen reflects the Physical Dimension setup aspect of the labels. Next we will show you how to setting up fields, text, etc.



PowerSchool allows you to include both general text on a Mail Label, such as “To the Parent of” as well as Fields contained in PowerSchool such as First_Name and Last_Name.

Below is a sample of entries you may make in the Label Content box.



Some characteristics of Label Content.:

- Text may be simply typed in at the appropriate place on the label (To the Parent/Guardian of in the above example).
- Fieldnames, on the other hand, **MUST** be preceded a Circumflex (^ above the 6 key) and surrounded by Parentheses. Fieldnames like Text, should be entered in the appropriate place on the label.
- Be sure to include any necessary punctuation, such as a comma following Mailing_City.

NOTE: Fieldnames must be precise. You may click the Field List link underneath Label Content to display the list of these Fieldnames. You may find it helpful to print this list off and keep it as a quick reference as it is a list you will refer to often. You can copy and past those into your Label Content box.

- Make this label accessible to - All Schools (in your District) or just Your School
- Can Teachers print this label? Check the box if yes
- Click Submit

Once you have clicked Submit – the Label Setup should be available on the Saved List of Mailing Label Setups.

PRINTING MAIL LABELS

The most common way to print Mail Labels for your students:

1. Search Students – selecting the students to be included
2. From Group Functions – select Print Mail Labels
3. Select the Mail Label setup you want – then print the labels

The advantage of this method is that it does allow the user to pare down the students selected to a specific group, grade, etc. vs. including the whole school.