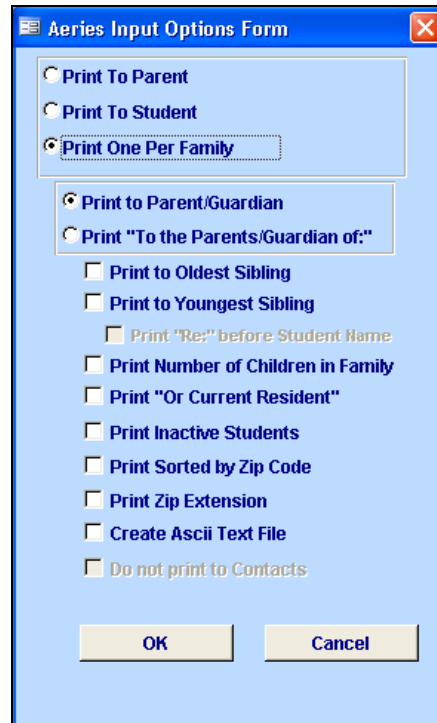


Student Address Labels March 19, 2010

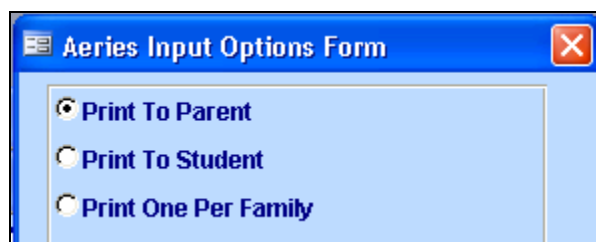
The **Print Avery 5160 Student Address Labels** is a new report with a selection form that will allow you to print labels to the Parent, Student or One Per Family. Each label will provide various options that can be utilized. The selection form will gray out any of the options that cannot be utilized for the type of label being generated.



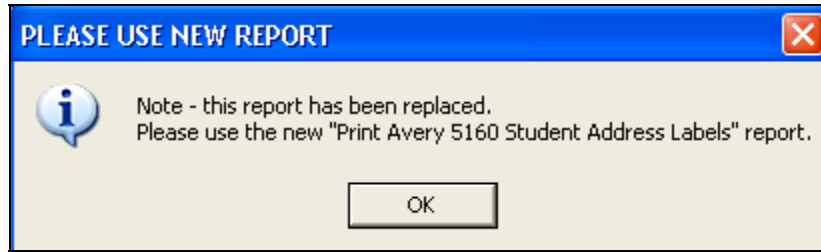
This new selection form will be replacing the **Print Avery 5160 Labels 1 per Family**, **Print Avery 5160 Labels To Parent** and **Print Avery 5160 Labels to Student**. If labels are selected from the **Student Reports** form the new selection box will display and will default to that type of label.

K. Labels to Parents (Avery 5160) Q3	L. Labels to Students (Avery 5160) Q3	M. One per Family Labels (Avery 5160) Q3
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For example, if the **Labels to Parents** button is selected the **Print to Parents** radio button will default.



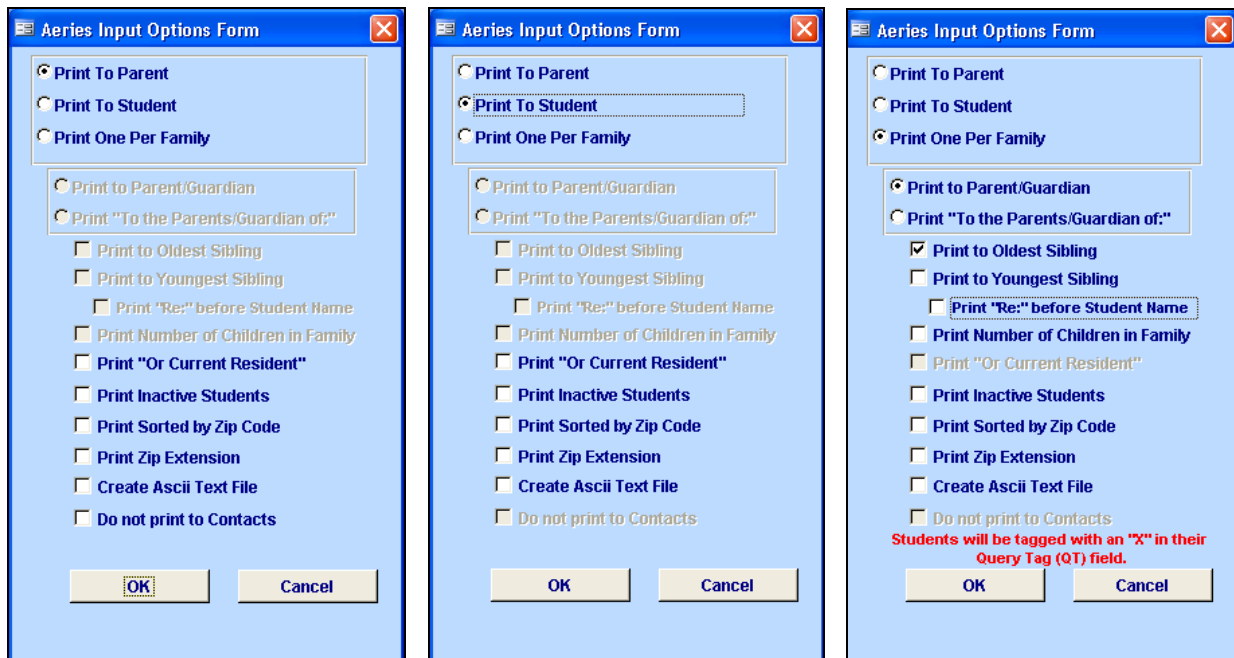
The **Print Avery 5160 Labels 1 per Family**, **Print Avery 5160 Labels To Parent** and **Print Avery 5160 Labels to Student** will still display from **View All Reports**. However, if these labels are selected a message will display indicating that you **must** now run the new **Print Avery 5160 Student Address Labels** report in order to generate these labels.



Label Options

The following are the options that are available for each different type of label. When the **Print to Parent**, **Print to Student** or **Print One Per Family** labels are selected all **available** options will have the selection box accessible and all options that **cannot** be utilized for that particular label will be grayed out.

For example, the **Print To Parent** label will have **ALL** Print One Per Family options grayed out and they cannot be selected.

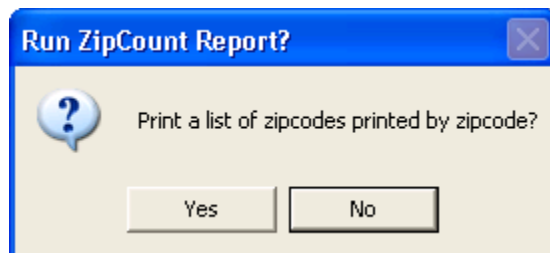


The following are details for each option available:

- **Print to Parent/Guardian** – will print the Parent/Guardian name on the first line of the label
- **Print “To the Parent/Guardian of:”** – will print **To the Parent/Guardian of** instead of the Parent/Guardian name on the first line of the label
- **Print to Oldest Sibling** – will utilize the family key and generate one label to the oldest sibling
- **Print to Youngest Sibling** – will utilize the family key and generate one label to the youngest sibling
- **Print RE: before Student Name** – will place “**Re**” in front of the students name on the second line of the label
- **Print Number of Children in Family** – to the right of the students name a number will print in parenthesis indicate the number of students with the same family key
- **Print “Or current Resident”** – will print **Or Current Resident** on the second line of every label
- **Print Inactive Students** – will also print labels for inactive students
- **Print Sorted by Zip Code** – will sort the labels in zip code order and will give the option to print a report containing the total number of labels generated for each Zip Code
- **Print Zip Extension** – will allow the 4-digit zip code extension to print if one is available
- **Create Ascii Text File** – will generate a text file with all students that had a label generated
- **Do not print to Contacts** – if **Print to Parent** is selected, a label will also print to any **Contact** that is flagged to receive mail unless this option is selected and then **NO** contacts will print

Sort by Zip Code

If the **Sort by Zip Code** option has been selected, when the labels are closed out the following message will display.



If you click the mouse on the **Yes** button a report will be generated with counts for the number of labels generated for each zip code.

Screaming Eagle High School						3/19/2010
2009-2010		Zipcode Count				Page 1
Zipcode	Count	Zipcode	Count	Zipcode	Count	
	1					
92788	2					
92860	2					
92877	3					
95008	21					
95051	1					
95110	1					
95118	1					
95124	58					
95125	4					
95128	1					
95132	1					
95136	1					
95994	15					
99998	895					
99999	1375					
Total:	2382					

Create Ascii Text File

If the **Create Ascii Text File** option was selected, when the labels are closed out the following form will display allowing you to select the Delimiter, whether or not to Include Headings, where to save the file and the file name.

CREATE AN ASCII COMMA DELIMITED TEXT FILE FROM QUERY OUTPUT

Delimiter: Comma Delimited Tab Delimited

Include Headings? Yes No

Path to output file: C:\eagle\

Name of output text file: Student Labels.TXT

Create eXit