



Generating Labels with StudentInformation Procedural Checklist

Generating labels thru StudentInformation

You can use the StudentInformation program to generate a listing of students to save to your computer and print labels to a laser printer.

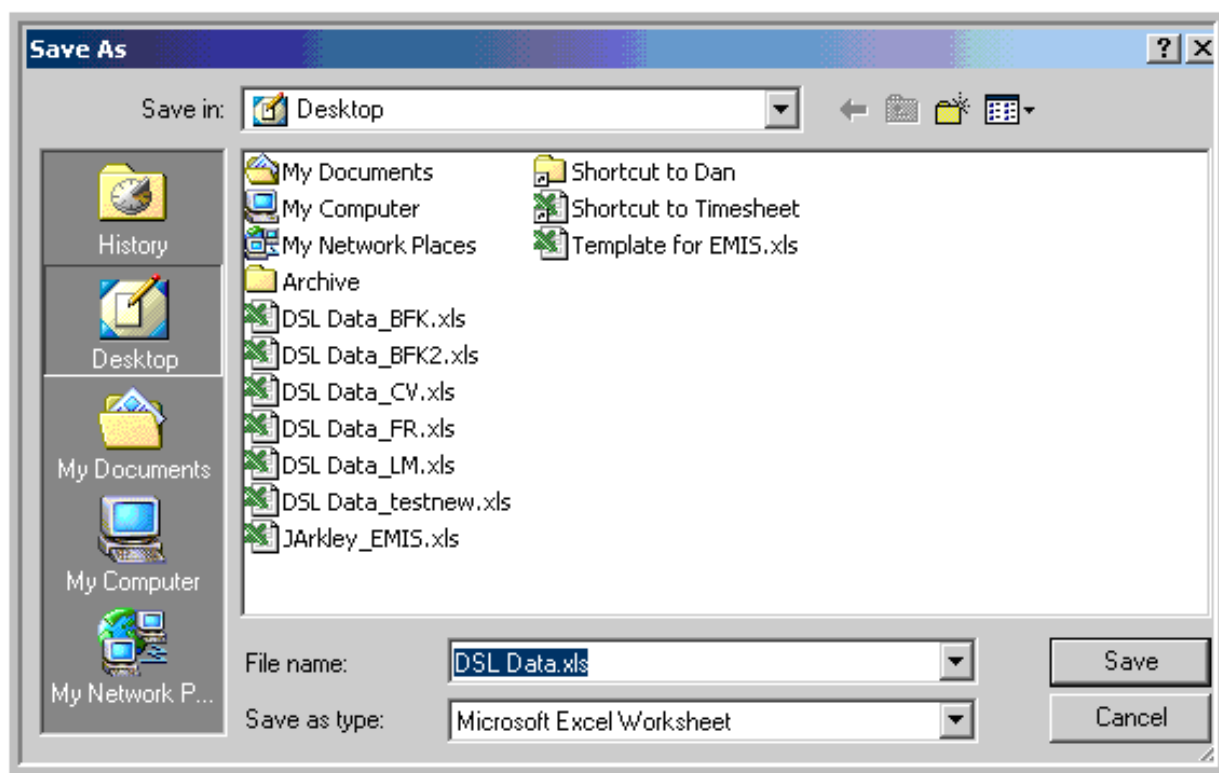
Please refer to the EZQuery End User Guide for the steps on how to create a download file that can be used to generate labels or mail merge documents.

Getting Started

1. Log into **StudentInformation** with your username and password.
2. Click on **EZ Query**.
3. Click on **Reports**.
4. Click on **SIS Student Search**
 - Using the SIS Student Search, select the students and output fields for your spreadsheet and eventual labels. Please see the EZ Query End User Guide for detailed information on the SIS Student Search.
 - Choose to download a file in the Summary tab of the SIS Student Search. Indicate the desired folder location and the desired File Name. The download File option will always default the name to DASL_Data.xls.

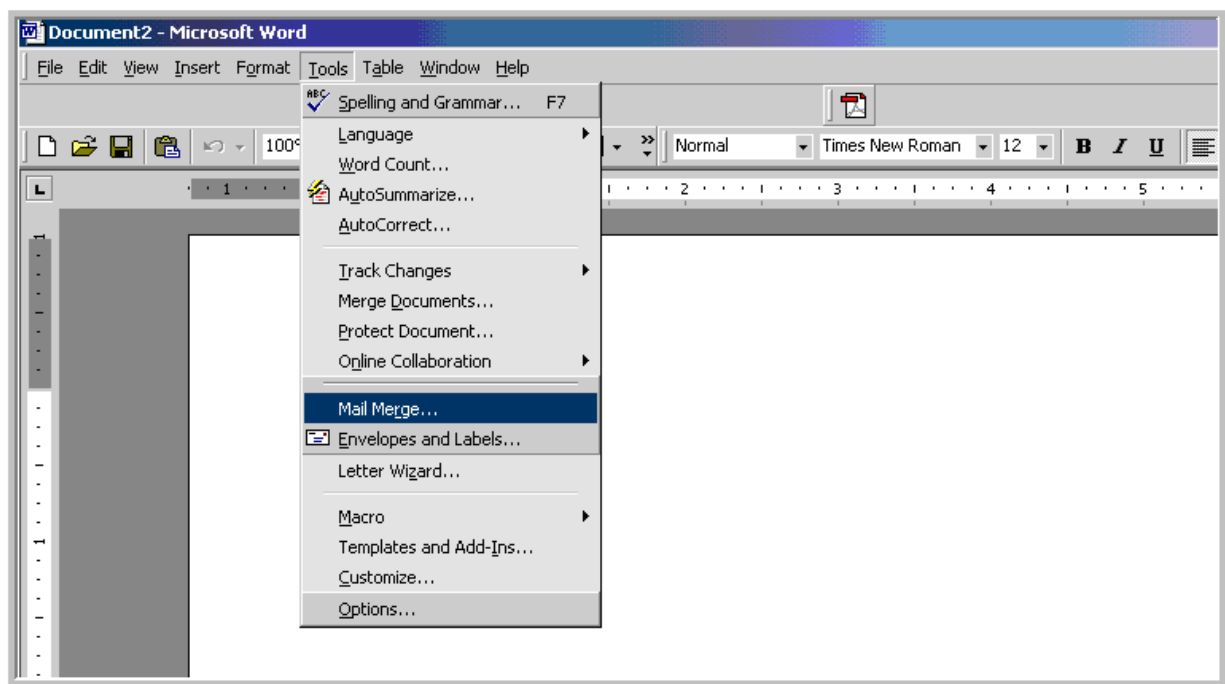
- You will want to keep the file type as a Microsoft Excel Worksheet with an .XLS file suffix.

5. Click the **SAVE** button when complete. You have now just copied the contents of that SIS Student Search report in a file, which is located in the Desktop area.

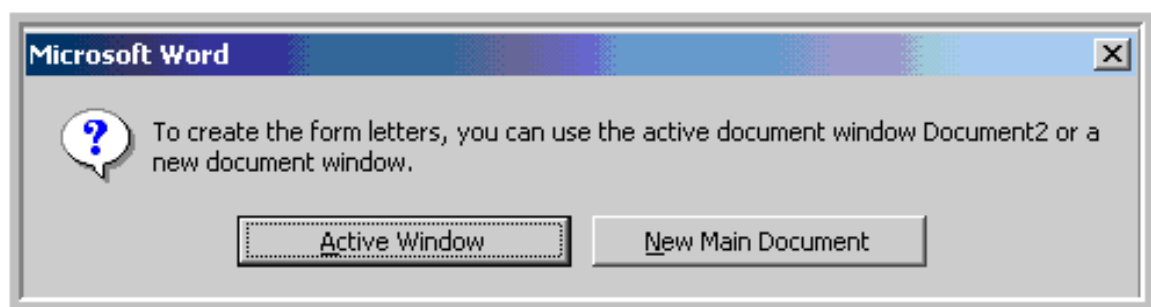
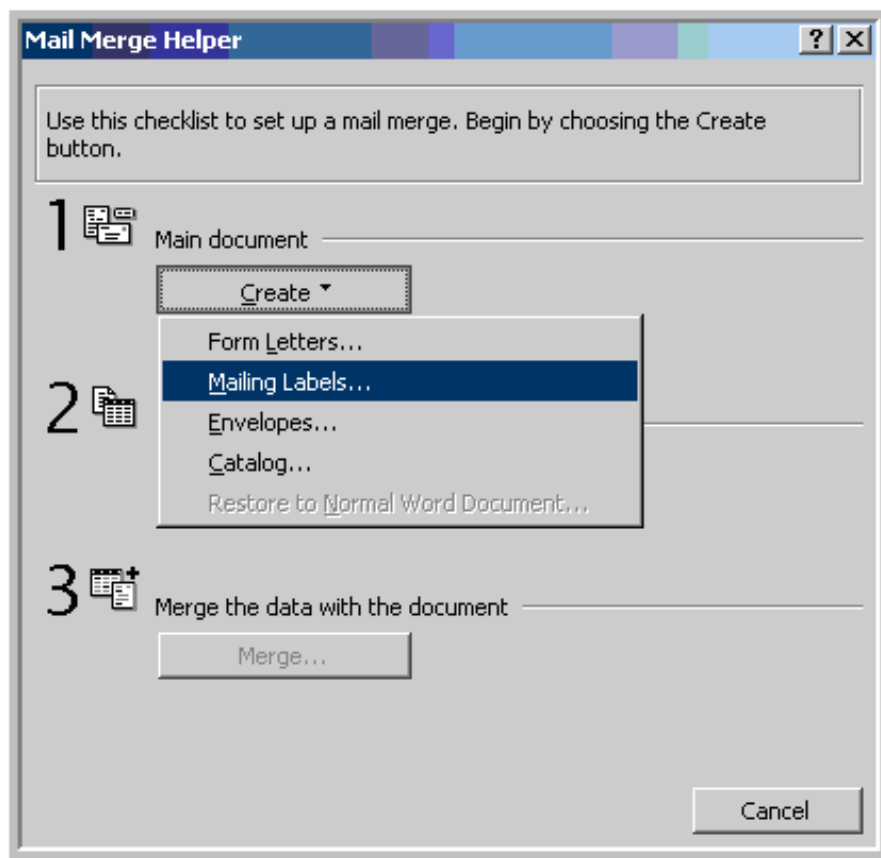


Creating Labels with Microsoft Word

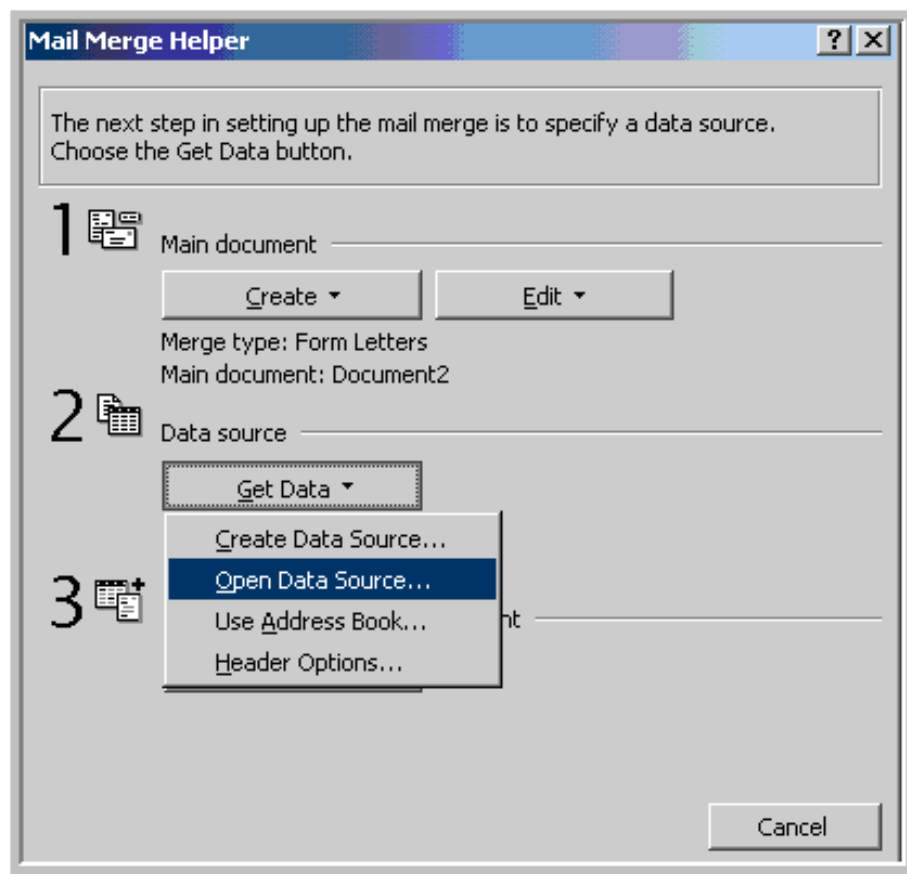
1. Open up **Microsoft Word**.
2. Open a **blank document** if one is not already open.
3. Select the **Tools** menu.
4. Click on **Mail Merge** which will open the Mail Merge Helper Screen.

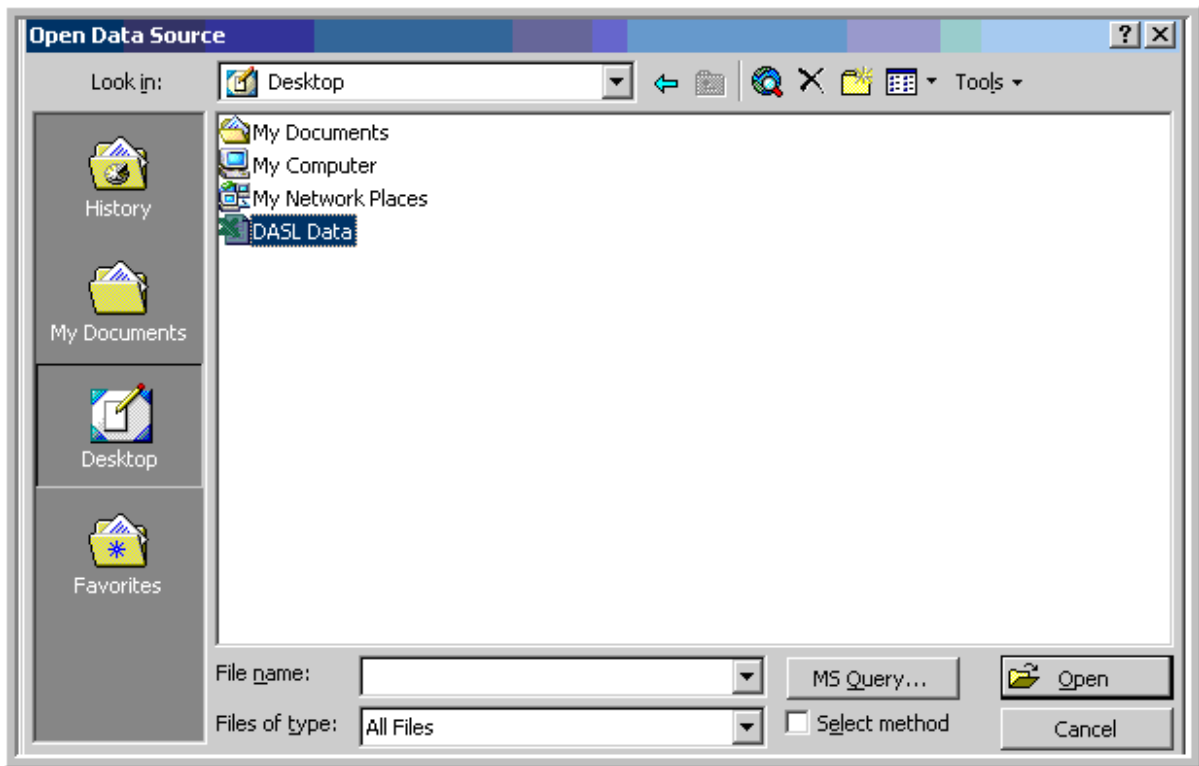


5. In **Step 1**, click on the **Create** button.
6. Select **Mailing Labels**.
7. Select **Active Window** in the prompt that appears.

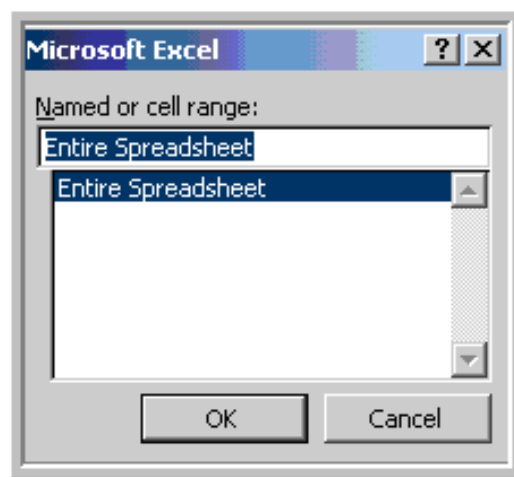


8. In **Step 2**, select your data source by clicking on **Get Data**.
9. Select **Open Data Source**.
10. In the Open Data Source dialog box, change the Files of Type to “**All Files**” from the drop down list.
11. Select the file location of the downloaded **DASL_Data.xls** file in the **Look In: box**.
12. Highlight your **DASL_Data.xls** file and click the **Open** button.

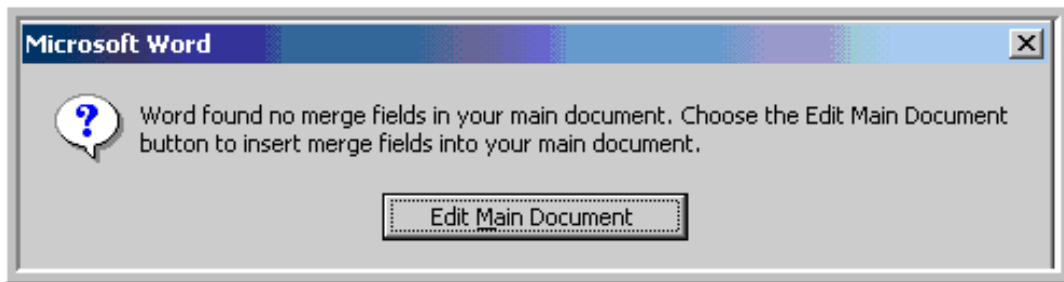




13. In the dialog box that appears, select “**Entire Spreadsheet**”.

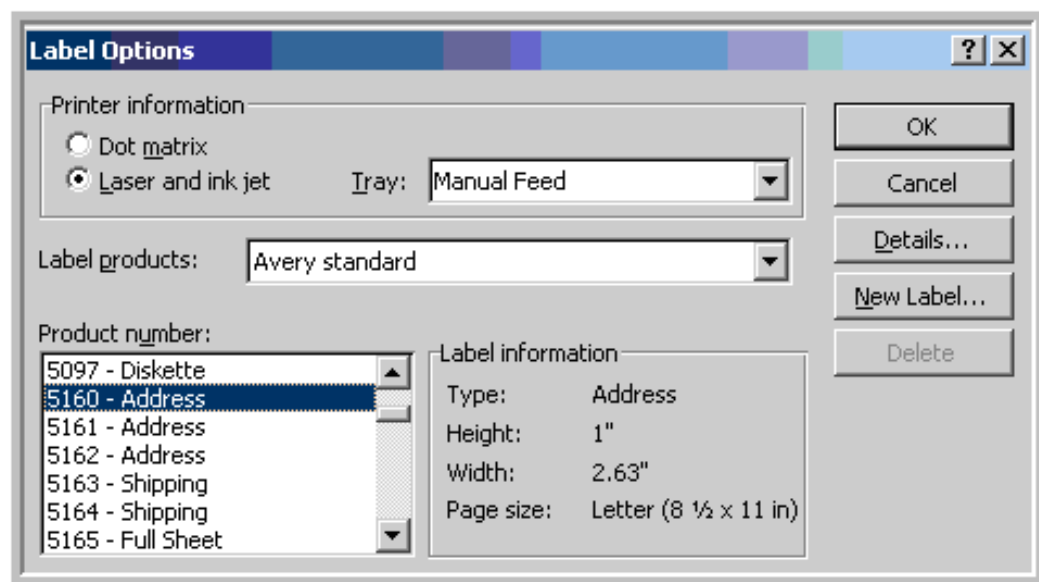


14. Click the **Edit Main Document** button.



The Label Options dialog box appears and lists the standard Avery label options.

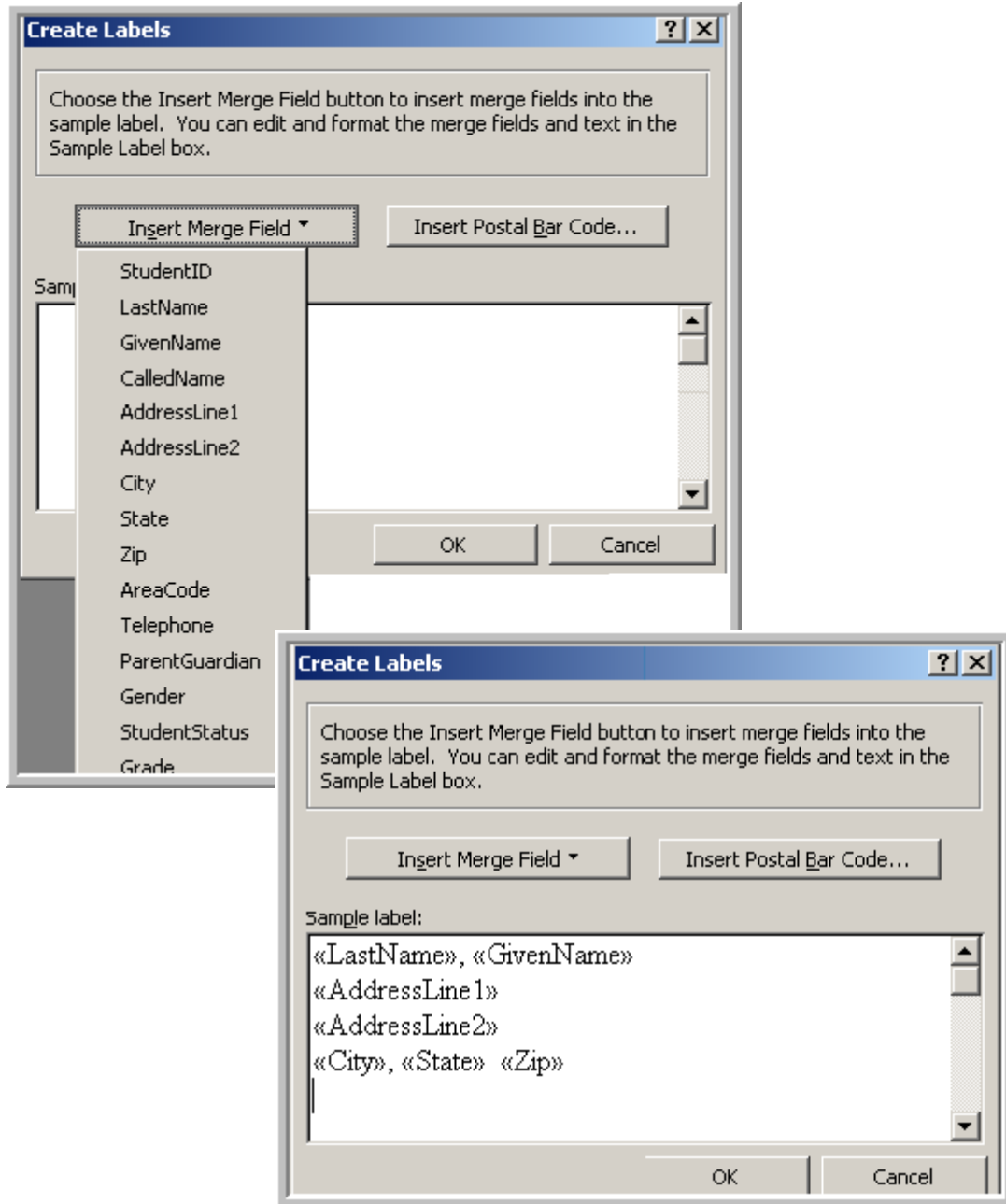
15. Select the correct **Avery Label number** and click the **OK** button.



The Create Labels dialog box appears.

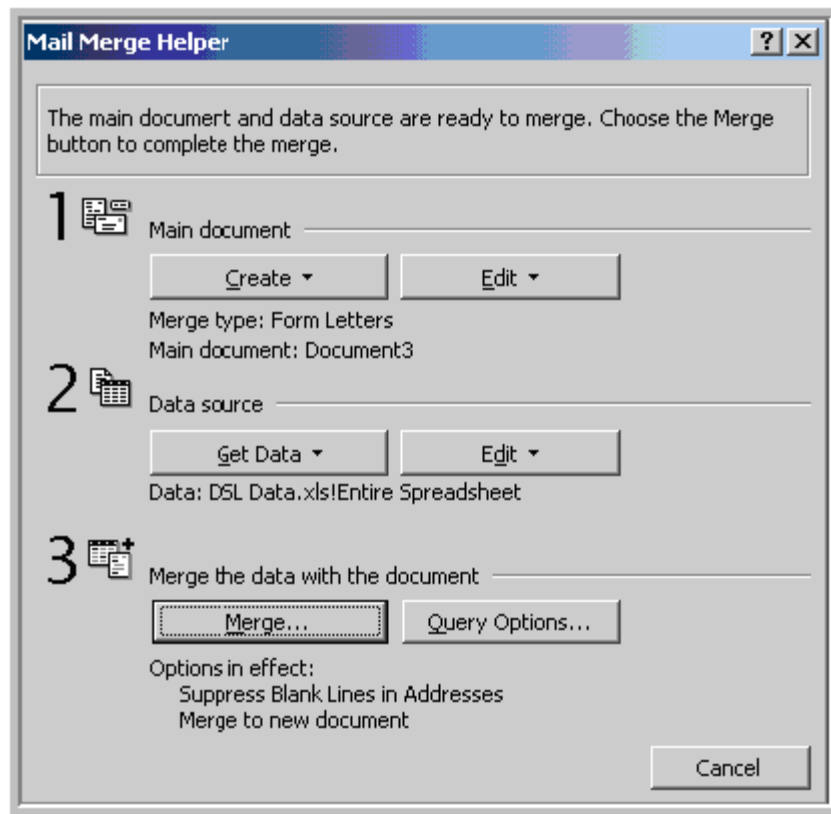
16. Click on the **Insert Merge Field** button to view a list of the data fields to be included in your merge.

17. If necessary, place your cursor in the Sample Label box, click on the Insert Merge Field button, and select any **additional fields** that need to be included in the merge.



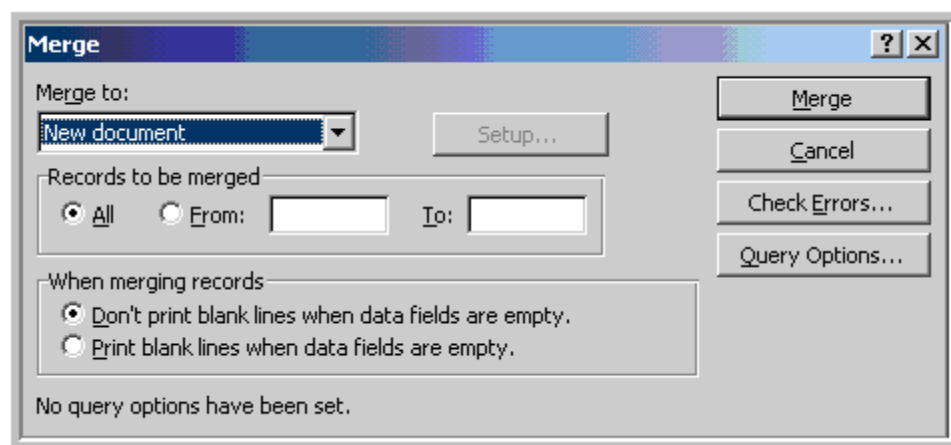
18. In Step 3, click on the **Tools** menu and select **Mail Merge**.

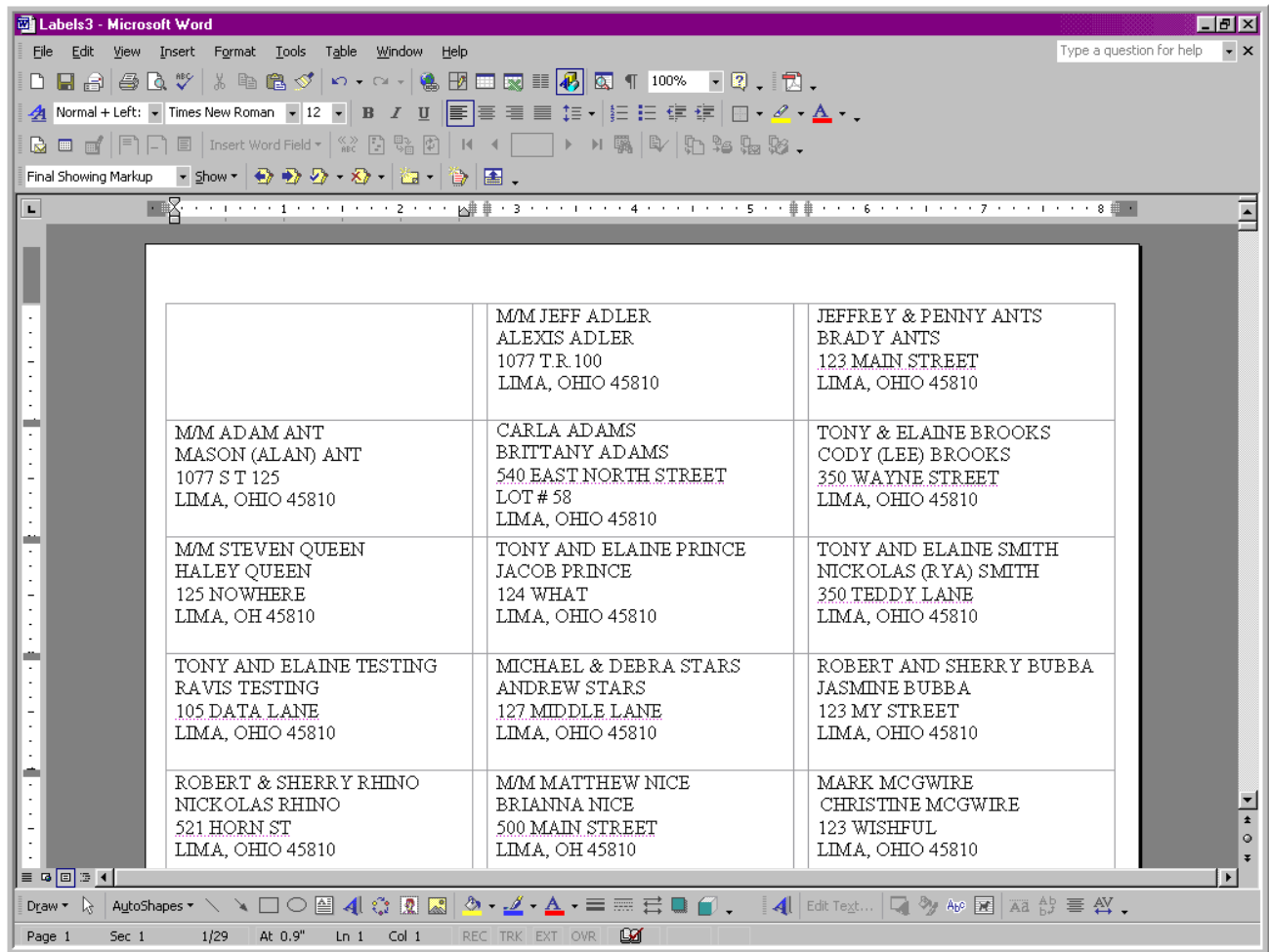
19. Click on the **Merge...** button.



20. Select the **New Document** option from the drop down box.

21. Click on the **Merge** button to process your merge request.





Here is an example of mail merged labels