

Family Mailing Labels

Last Modified on 11/03/2020 12:33 am EST

This report prepares mailing labels specifically designed for Avery 5160 labels. The address used for these labels is the address found on the *Family Summary* tab.



This report opens in your default PDF Reader (Adobe, Foxit, Google) for printing purposes. Ensure that your printer is properly loaded with Avery 5160 labels. If your labels are not aligning you may need to adjust the page handling options. The options vary between PDF readers. You may need to set "Page Scaling = None", use "Custom Scale = 100%", or turn off "Fit to Page".

Another option is to export addresses to Excel ([Report Export Options](#)), so that a Mail Merge can be performed in Microsoft Word. This offers the user the option of manipulating data, customizing fonts, etc. prior to printing.

MS Word Mail Merge Instructions

Instructions assume the user has both Microsoft Excel and Microsoft Word installed on their local computer:

1. Go to the **Reports** (menu) > **Find Reports** > **Families/Students** (left menu) > **Families** (tab) > **Family Address Listing**.
 2. Enter *Search Criteria* or run the report open with no selections.
 3. Click **Submit**.
 4. Click the **Export** link to export the list to Excel. Save the Excel file by clicking *File* > *Save As* in Excel. Ensure that *Excel Workbook* is set in the *Save as Type* field. If you prefer, give the file a new file name.
 5. Open Microsoft Word. Depending on the version of MS Word installed, mail merge instructions vary. Follow the instructions provided [here](#) on Microsoft's website for remaining steps by version.
-