IMPORTANT: Please Read
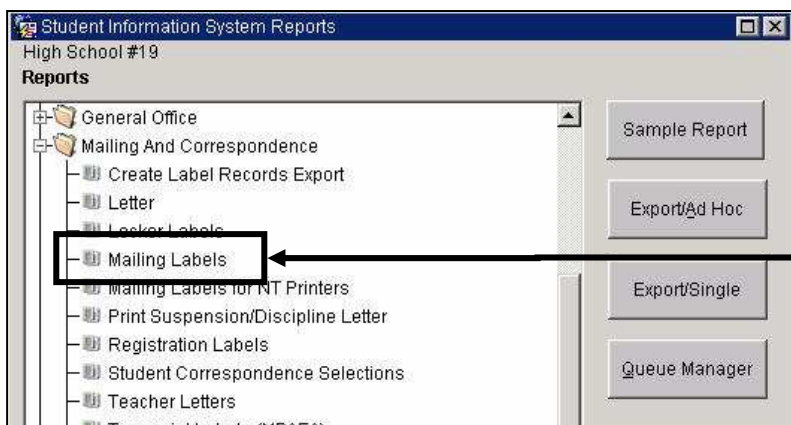
When using DCSTARS, you can use Adobe Reader to format and print mailing labels. This WISE Guide explains how to access the mailing label function, and provides explicit instruction on how to adjust you printer settings in order to print the labels correctly on Avery 5160 label sheets. **Remember to record your initial printer settings.** You will have to restore them manually when you are finished running labels.

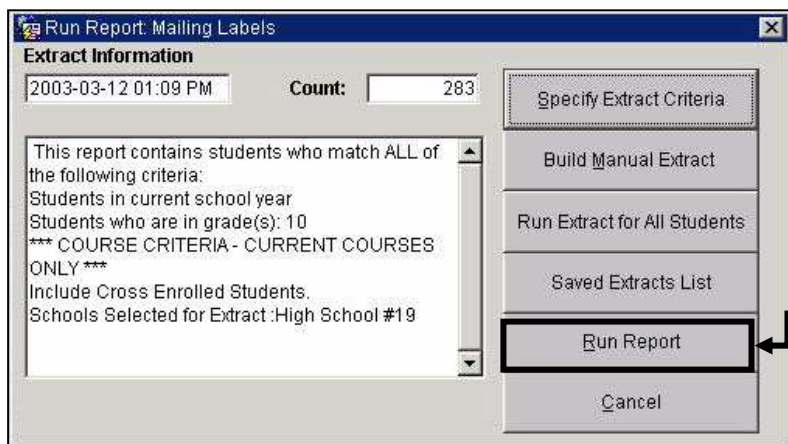## 1. Access the Mailing Label Report

Access the Mailing Labels report

Reports → Mailing and Correspondence →Mailing Labels

Double click to initiate the Demographic Extract

2. Review Your Extract Settings

Your current extract is described in the large window (in the example, the extract contains 10th graders only). You can change the extract settings using the buttons on the right

Click the **Run Report** button when your extract settings are correct

3. Select Report Parameters

Select your preferred sort option

You can specify Label Addressed To preferences here

Select the Home Room Semester

Mailing Labels

School: High School #19

Extract: 2003-03-12 01:09 PM

School Year: 2001/2002

Home Room Semester: 2

Report Title

Mailing Labels

Sort by: Pupil Name

Label Addressed To: To Parents/Guardians of

Print Mailing Labels For:
Students: ⊙
Living With Student Only: ○
Copy of Correspondence Only: ○
Living With Student & Copy of Correspondence: ○

Print: Pupil Number: ☐ Phone Number: ☐ All Capitals: ☐

Address: ⊙   Home Room: ○

Please Use Mailing Labels Averly 5160 !

Run in Background? No

Help

Students generates one record for each student in the demographic extract using the student's mailing address.

Living with Student Only generates one record for each student in the demographic extract using the Parent / Guardian's mailing address.

Turn Check Boxes ON if you would like Pupil Numbers and Phone Numbers to appear on the labels, or if you prefer the labels to be generated in all capital letters (check box OFF for mixed case).

Select Radio Button for *Address* if you are printing mailing labels, or *Home Room* if you are printing labels to be affixed to correspondence distributed in home rooms, within the school.

Copy of Correspondence Only generates one record for each Parent / Guardian indicated as "Copy of Correspondence" using the Parent / Guardian Mailing Address.

Click the Printer Icon to run the Mailing Labels Report.
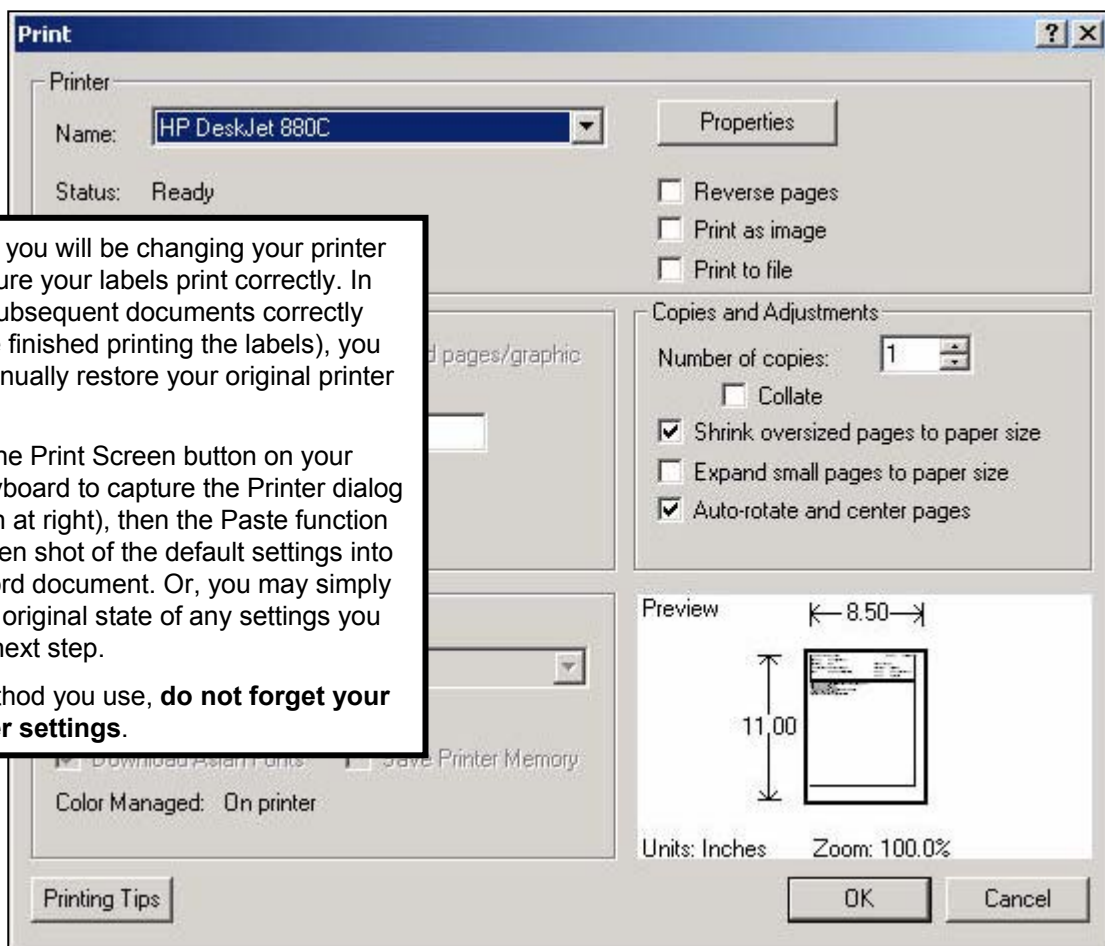
Printing Labels

4. Print the Labels

DCSTARS uses Adobe Reader to generate reports. When the report is finished generating, a browser window will open that contains a toolbar similar to the one below.

Load Avery 5160 labels in your printer, then click the Printer Icon in the tool bar to activate your printer settings dialog box
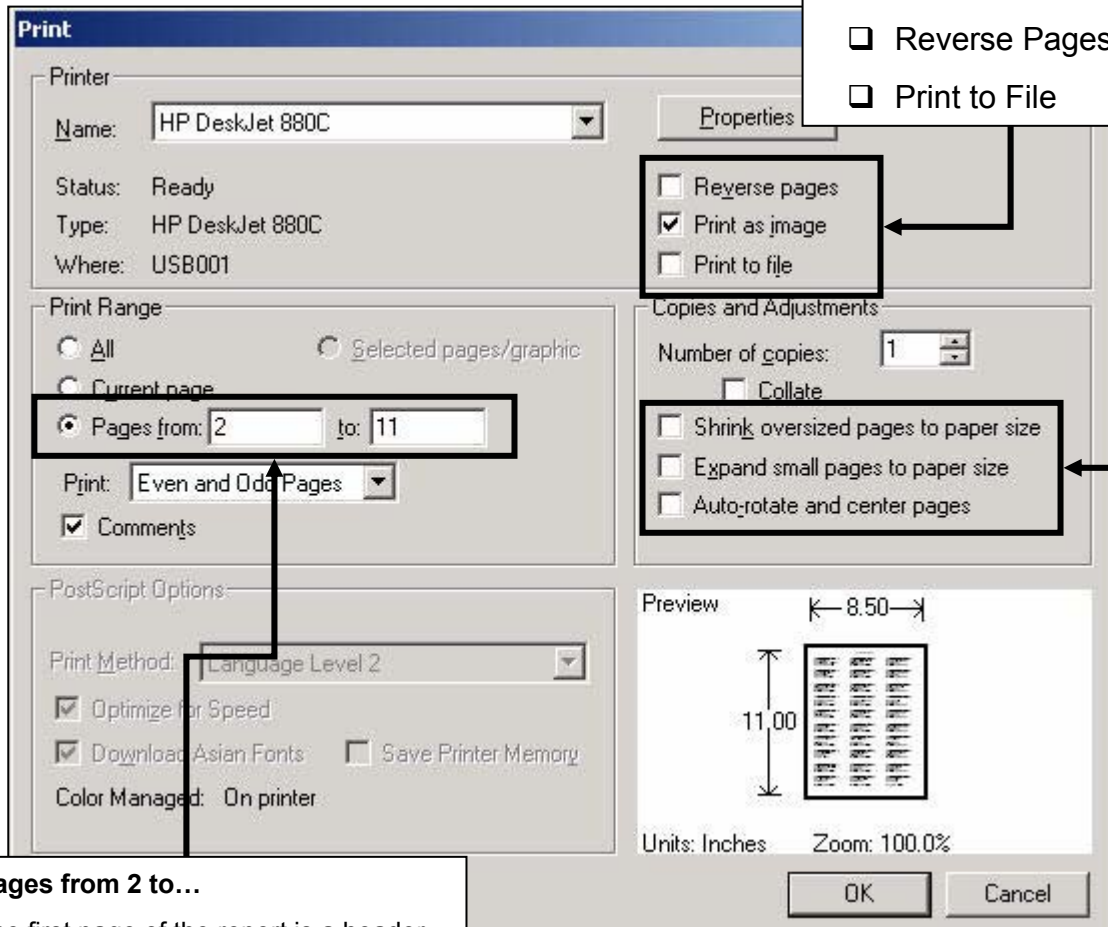
IMPORTANT: Note Your Default Printer Settings!

Print

Printer

Name: HP DeskJet 880C   Properties

Status: Ready

☐ Reverse pages
☐ Print as image
☐ Print to file

Copies and Adjustments

Number of copies: 1

☐ Collate
☑ Shrink oversized pages to paper size
☐ Expand small pages to paper size
☑ Auto-rotate and center pages

- To print labels, you will be changing your printer settings to ensure your labels print correctly. In order to print subsequent documents correctly (after you have finished printing the labels), you will have to manually restore your original printer settings.

- You may use the Print Screen button on your computer's keyboard to capture the Printer dialog window (shown at right), then the Paste function to paste a screen shot of the default settings into a Microsoft Word document. Or, you may simply write down the original state of any settings you change in the next step.

- Whichever method you use, **do not forget your original printer settings**.

Color Managed: On printer

Preview ←— 8.50 —→

11.00

Units: Inches   Zoom: 100.0%

Printing Tips   OK   Cancel

Printing Labels

5. Set the printer to print Labels

Check ON:
- ✓ Print as Image

Check OFF:
- ❑ Reverse Pages
- ❑ Print to File

Print

Printer

Name: HP DeskJet 880C — Properties

Status: Ready
Type: HP DeskJet 880C
Where: USB001

- ☐ Reverse pages
- ☑ Print as image
- ☐ Print to file

Print Range
- ○ All
- ○ Current page
- ● Pages from: 2 to: 11
- ○ Selected pages/graphic

Print: Even and Odd Pages ▼
- ☑ Comments

PostScript Options

Print Method: Language Level 2 ▼
- ☑ Optimize for Speed
- ☑ Download Asian Fonts
- ☐ Save Printer Memory
Color Managed: On printer

Copies and Adjustments

Number of copies: 1
- ☐ Collate
- ☐ Shrink oversized pages to paper size
- ☐ Expand small pages to paper size
- ☐ Auto-rotate and center pages

Preview ⟵ 8.50 ⟶

11.00

Units: Inches   Zoom: 100.0%

OK   Cancel

Set Pages from 2 to…

- The first page of the report is a header page. If you set the job to print from Page 2, you will not print the header page on the label stock you have loaded into the printer.

Check OFF:
- ❑ Shrink oversized pages to paper size
- ❑ Expand small pages to paper size
- ❑ Auto-rotate and center pages

Restore default settings

Access the print dialogue box for your next print job, and make sure all settings that were changed for you label print job are restored. Otherwise, documents that normally print within minutes may take several hours to print.