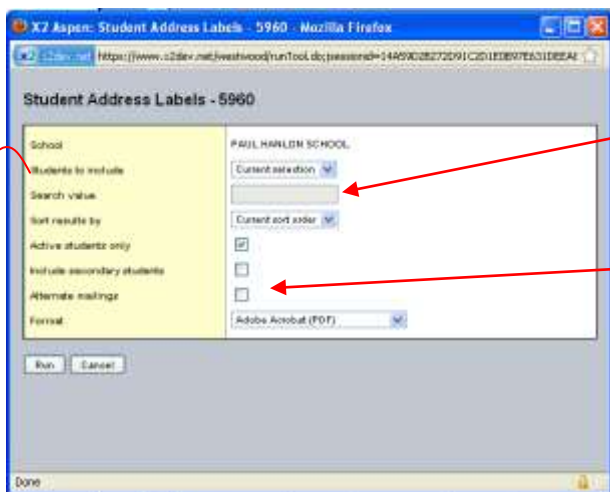
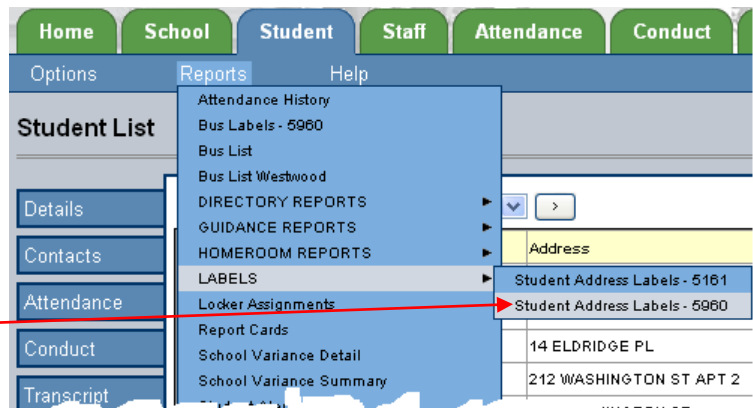


## ASPEN QUICK TIPS

### PRINTING MAILING LABELS

Here is a quick help sheet for printing mailing labels.

1. Be in School View
2. Go to the Student Tab.
3. Click on the Reports Menu
4. Find LABELS, and choose the option you want.



(sorry Grade is not available, you need to do the math and figure out what year that grade will graduate high school), or Homeroom.

Search Value: that is for homeroom or YOG if you have chosen it, simply put in the year (ex. 2015), or homeroom number (ex. 111)

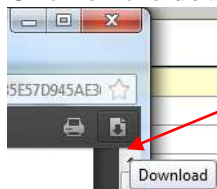
Alternate mailings: this will also produce a label for any other addresses a student has. For example, in a divorce situation and the other parent's address is in the system. If you want a label for these secondary addresses, then check that box.

5. Choose your parameters:
  - For Students to include, your choices are: Current Selection (what ever filter you currently have chosen), All, YOG

6. Click Run

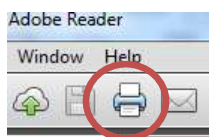
Your labels will now appear on the screen in PDF form.

7. Click on the download icon near the top, right corner of the window.



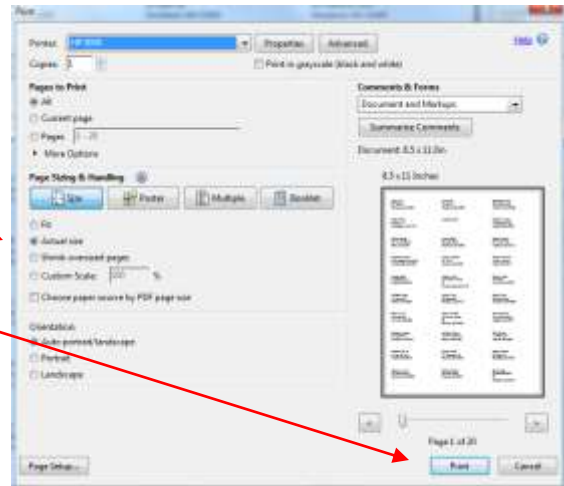
8. Save the file to any location you wish; desktop or Documents for example.
9. Close the window and then open the file from the location that you just saved it from.

10. Click on the Print Icon in your menu bar.



11. When the print dialog box appears, make sure the Page Sizing & Handling is set to 'Actual size'.

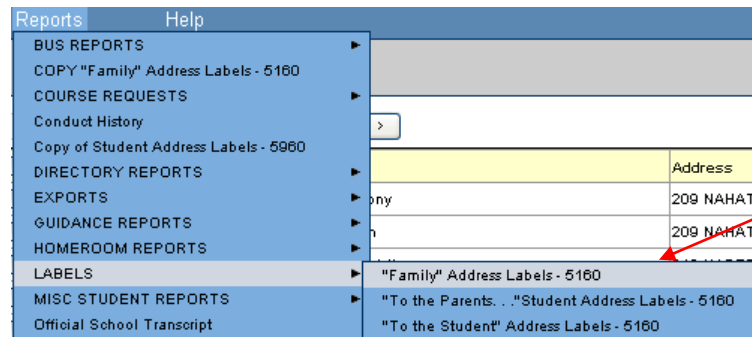
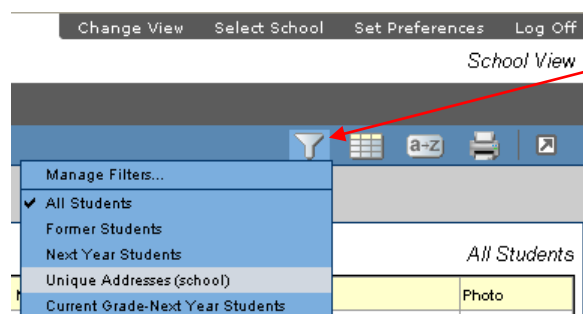
12. Click Print and your labels will print.



**\* INSTRUCTIONS FOR PRINTING ONE LABEL PER FAMILY**

- Go to School View
- Student Tab
- Go to your Filter (or Martini Glass) & choose "Unique Addresses"

{please note: your list of Filters will look different than this screen shot}



- Click on the Reports Menu
- Find LABELS, and choose the "Family" labels.

Follow steps 5 – 12 from above.

**Reminders:**

The "Unique Addresses" looks at all the addresses in the school and, if there are duplicates, lists only the first one it finds. There is no order such as oldest or youngest, simply the first one Aspen sees.

Due to that, this needs to be done school-wide, all students. If you were to do it by homeroom, then you would get duplicate labels.