

AOS.515 Laser Labels

This program allows you to submit later labels to be printed directly to your printer in your choice of either the 1" x 2-5/8" (Avery #5160 or #3330 compatible) or the 1" x 4" (Avery #5161 compatible) laser labels. You can create your own custom label formats and sort by many different items.

There are two basic formats that have been already been created for you. There is a **STANDARD LABEL** format which will print a PARENT/GUARDIAN mailing label and there is an **ELEMENTARY ATTENDANCE LABEL** format which will provide you with the elementary CA-60 labels. These formats are currently the same for everybody--if you change them, be sure that you change them back to the original format so that others who may use it for your building will get the original design.

Creating your own format is easy and very similar to creating a Report Writer Format and here are a few hints for success:

- ❖ The field *Blank Lines at Top* should always be 3. The only exception is if you are using all six available lines for data. *Characters per inch* should always be 10 and *Lines per inch* should always be 6--no exceptions.
- ❖ If you are not using all six lines for data, be sure that *Row 1* is left blank (see STANDARD LABEL FORMAT for an example). This will help assure correct spacing. To see which fields are available to be used or sorted by, remember that you can use the F4 as an index on any of the blue field names.
- ❖ If you have a partial sheet of blank labels, you can specify which column and row to begin printing at so that you can use those partial sheets.
- ❖ If you specify any *Limit to* fields (class, tag, homeroom, etc...) as you are designing the format, those limits will remain within the format. If you do not specify limitations in the design phase, you can choose them when you are running the label.
- ❖ **Do not submit your job to your "GR" Printer—they are formatted to fit your normal output queue.**

If you have any questions, please feel free to contact our Technology Department Help Desk at (231) 767-0414.