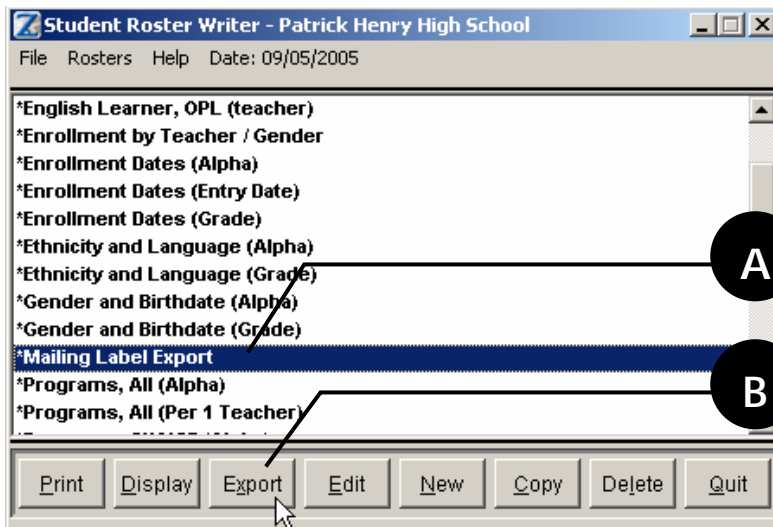


Printing Mailing Labels using a Mail Merge

By creating mailing labels using the mail merge technique, you can create labels for a subset of your student population. You will have complete control over the data displayed and the order which it is sorted. This job aid describes how to export data from Zangle as a Microsoft Excel file then open and print the data using Microsoft Word.

Follow the steps below to print mailing labels using a mail merge.

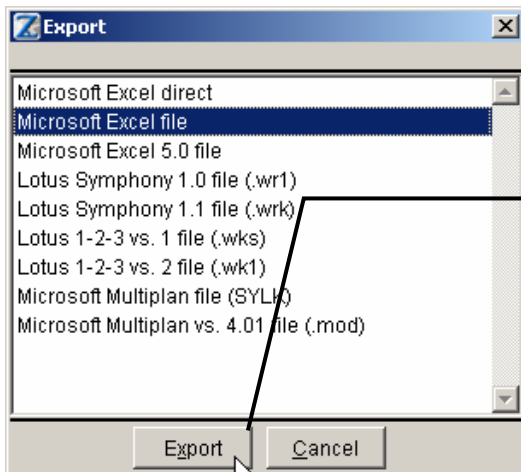
- Open Zangle. Click on Enrollment. Click Reports. Select Student Roster Writer.
- Complete Steps A-I. Steps A-C are shown below. Steps D-I are on the following pages.



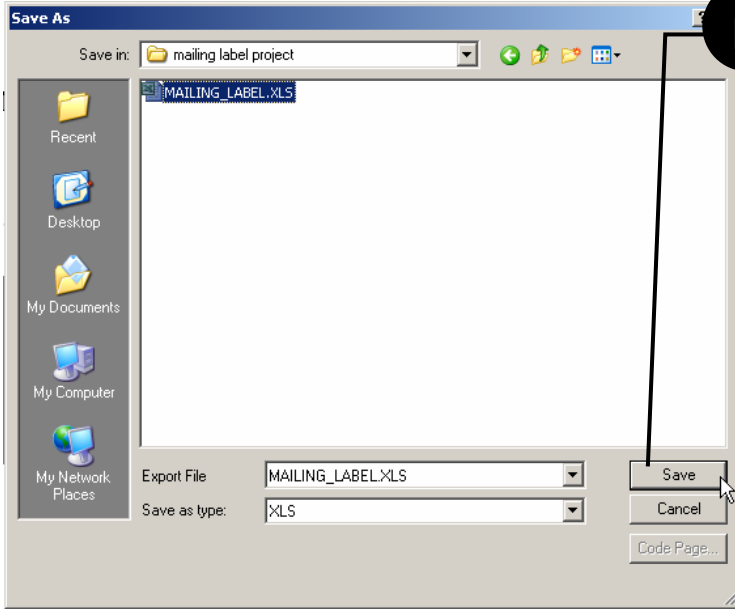
Select Mailing Label Export.

Click Export.

NOTE: This report is set to filter by period 1 teacher by default. You can adjust the filters on this report if necessary. Please see p. 25 of the *Advanced Reports handbook* for more information on how to copy and edit district-wide roster writer reports.



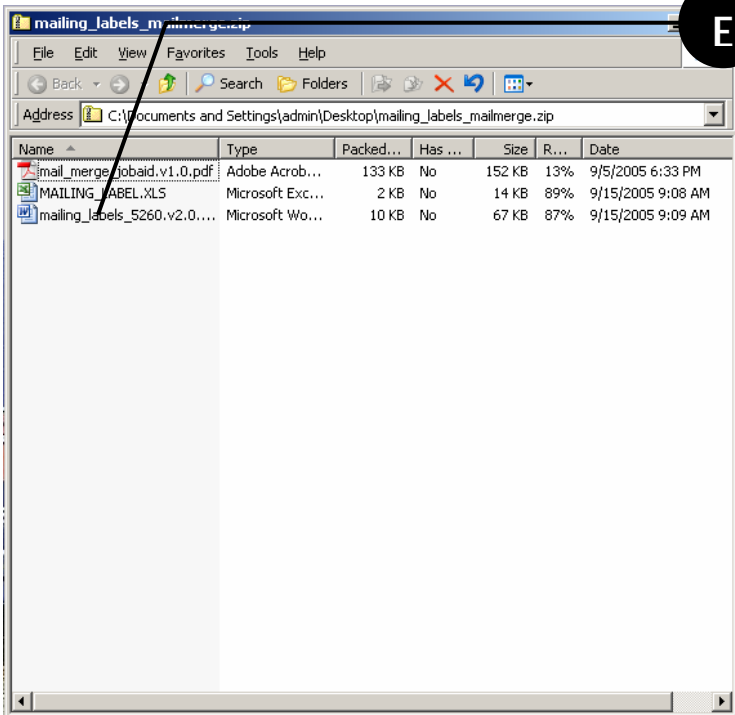
Select Microsoft Excel file and click Export.



Complete the following steps:

- Navigate to the Desktop
- Name the Excel file "MAILING_LABEL.XLS"
- Click Save.
- Click OK when the confirmation window appears.

You have completed the process of exporting an Excel file from Zangle. Now we need to set up the mail merge file.

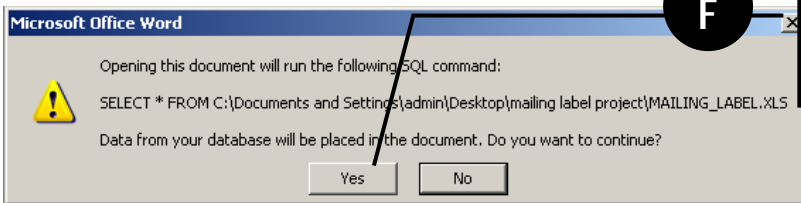


Locate the **mailing_labels_mailmerge.zip** file that you downloaded from the Zangle website.

This file can be found at <http://www.sandi.net/zangle>
Click on Read&Learn and look for the link to job-aids.

Double click the file to open it. Drag the **mailing_labels_5260.doc** to your desktop. **DO NOT** drag the **MAILING_LABELS.XLS** document to the desktop unless you want to replace the file you just exported from Zangle during Step D.

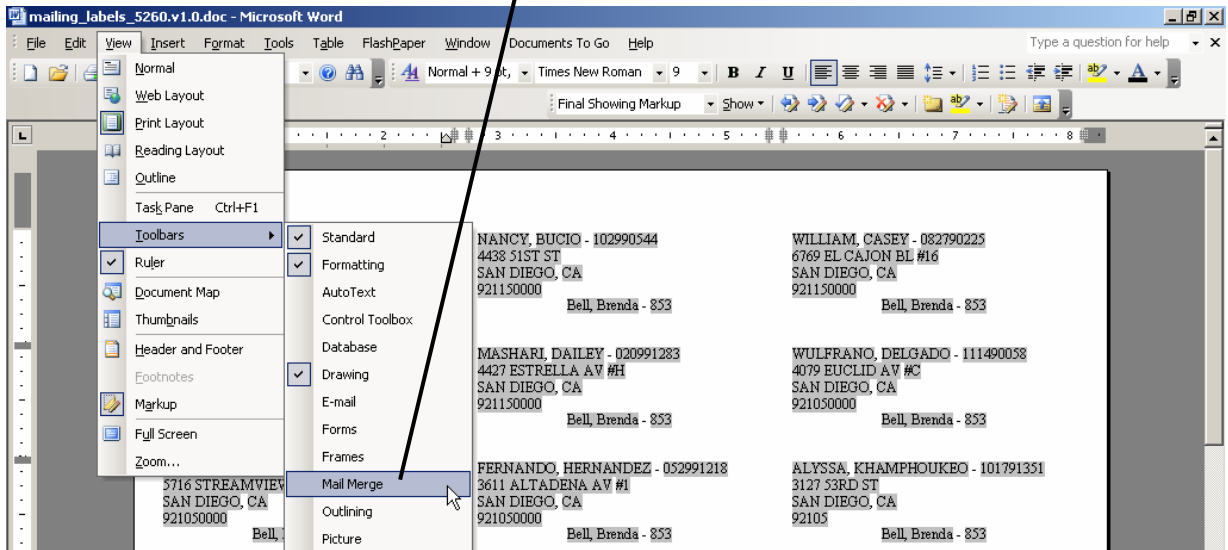
Double click it to open the mail-merge document.



When the sql mail-merge window appears click Yes. The labels will appear.

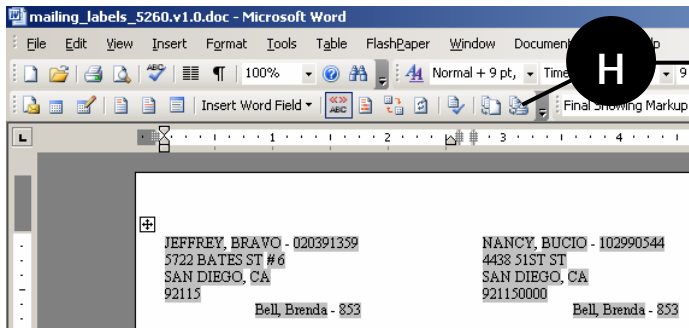
G

You will need the "mail-merge" tool bar to edit and print the document. From the View menu click on Toolbars and select Mail Merge.



H

From the Mail Merge toolbar select Merge To Printer.



I

Click OK to print the mailing labels.

NOTE: To print a subset of the labels select From and To and enter the appropriate values.

Continue the print process as normal.

