

## Guide for data extract and merging for labels:

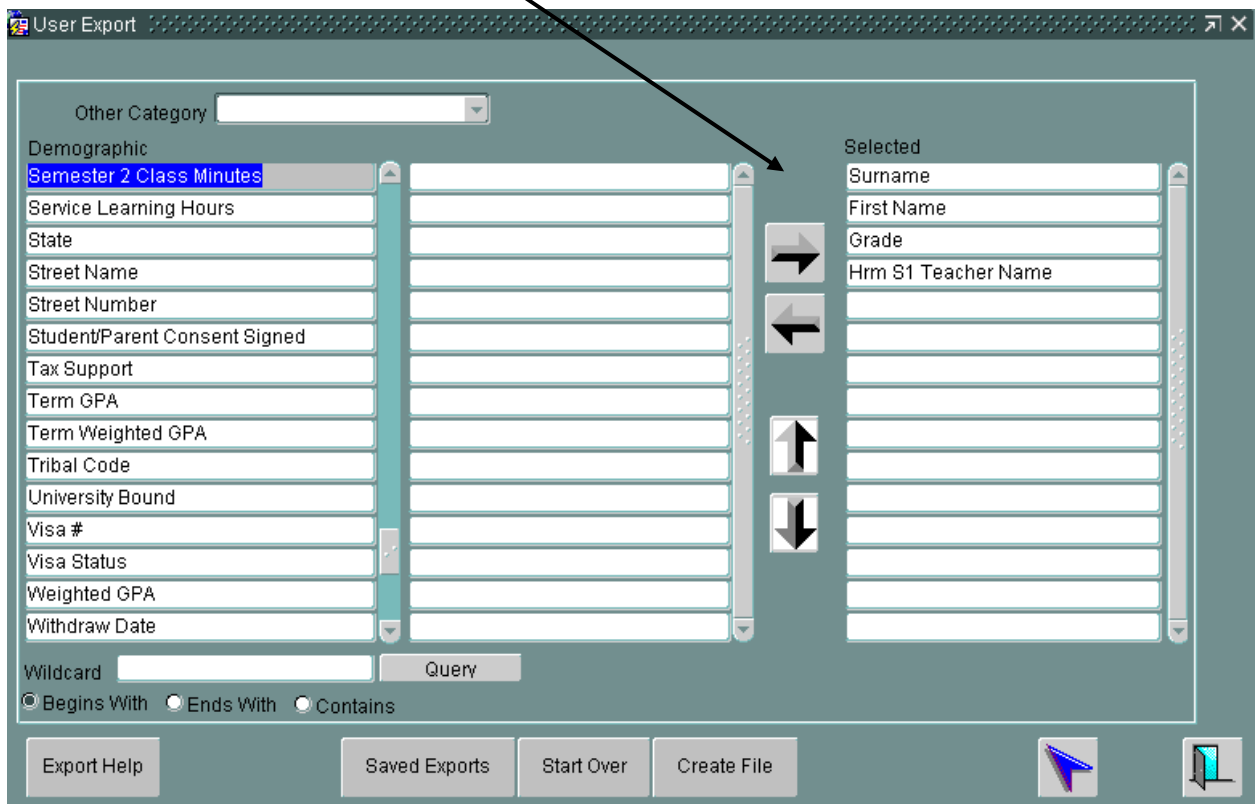
The example used here will be for creating labels using the following fields:

Surname, Given  
Grade  
Teacher  
Year 2007-2008

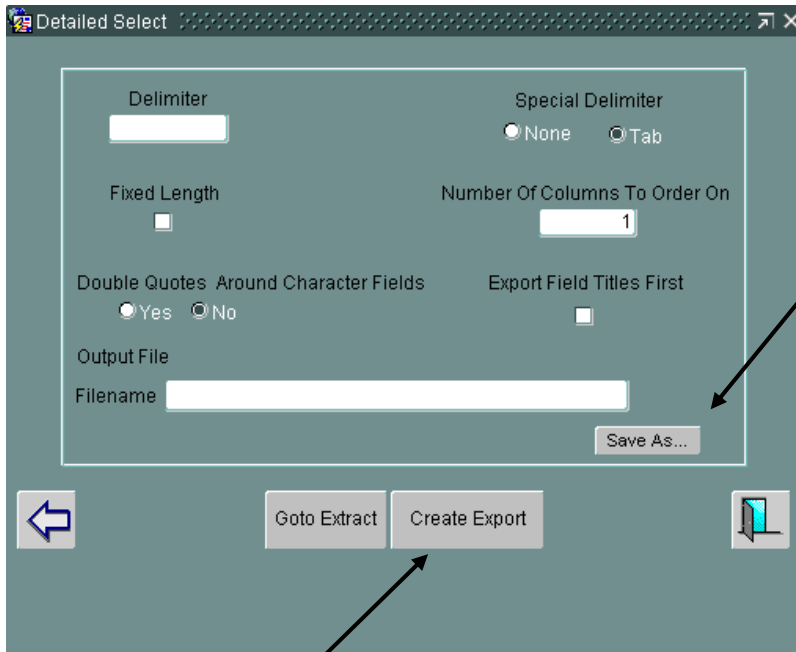
- Enter the Reports tree. Go to Specify Extract Criteria. Clear the Extract and then Run Extract to ensure that you will be accessing all of your student data. Exit to return to the Reports tree.

- Then, select the Export/Ad Hoc File
- In the Export window select your fields. Then click Create File.

Export/Ad Hoc File



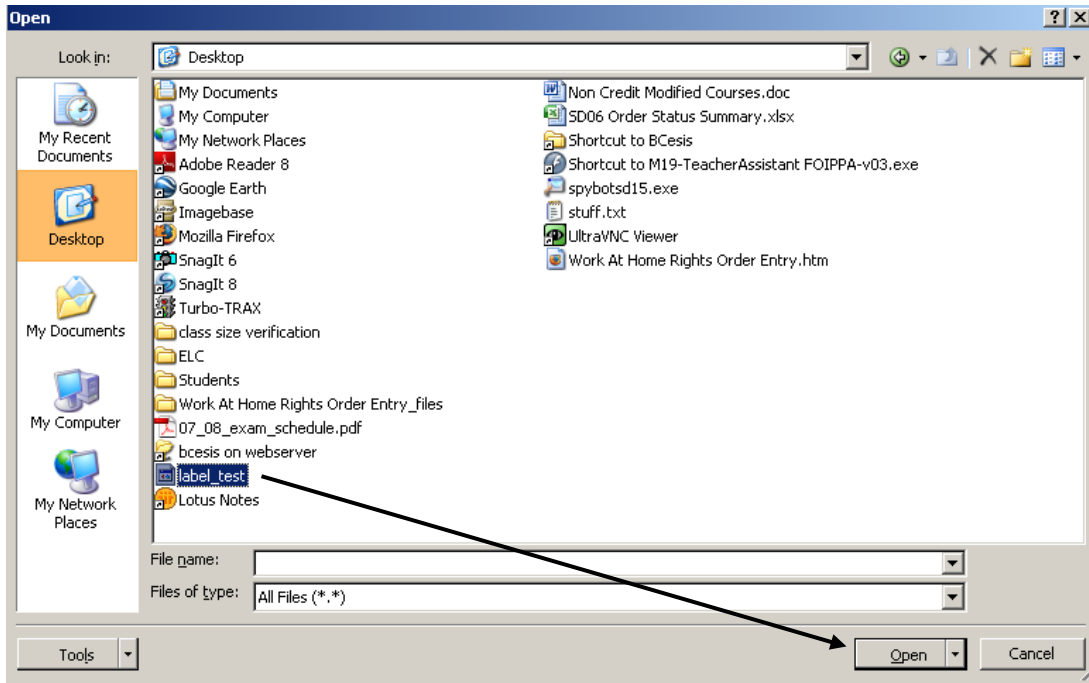
- Make sure the Detail Selected screen has the following settings and use the Save As function to define a name and path for the file.



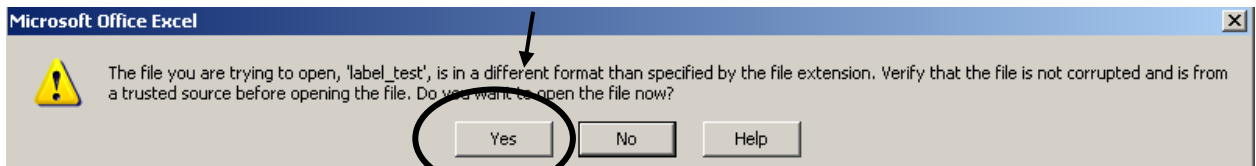
- Create Export.
- You have now extracted the data needed from BCeSIS.
- Open Microsoft Excel.
- Select Open a document



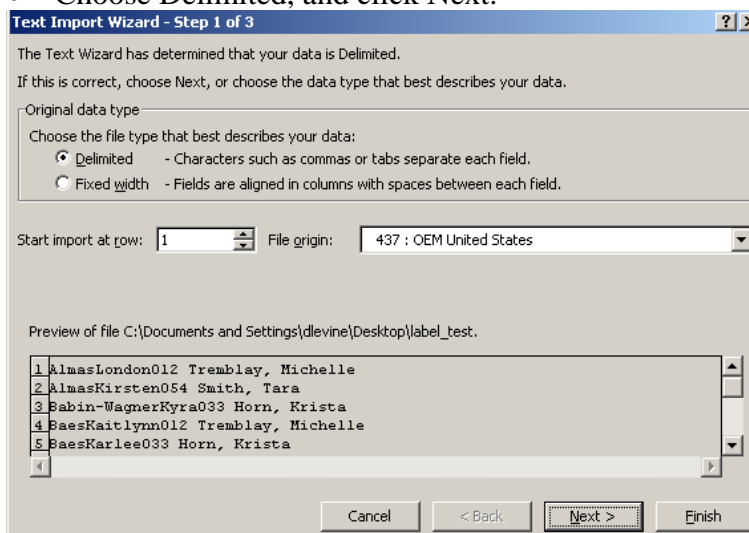
- Navigate to your extracted file. Make sure that you have Files of Type, set to All Files; then Open your file.



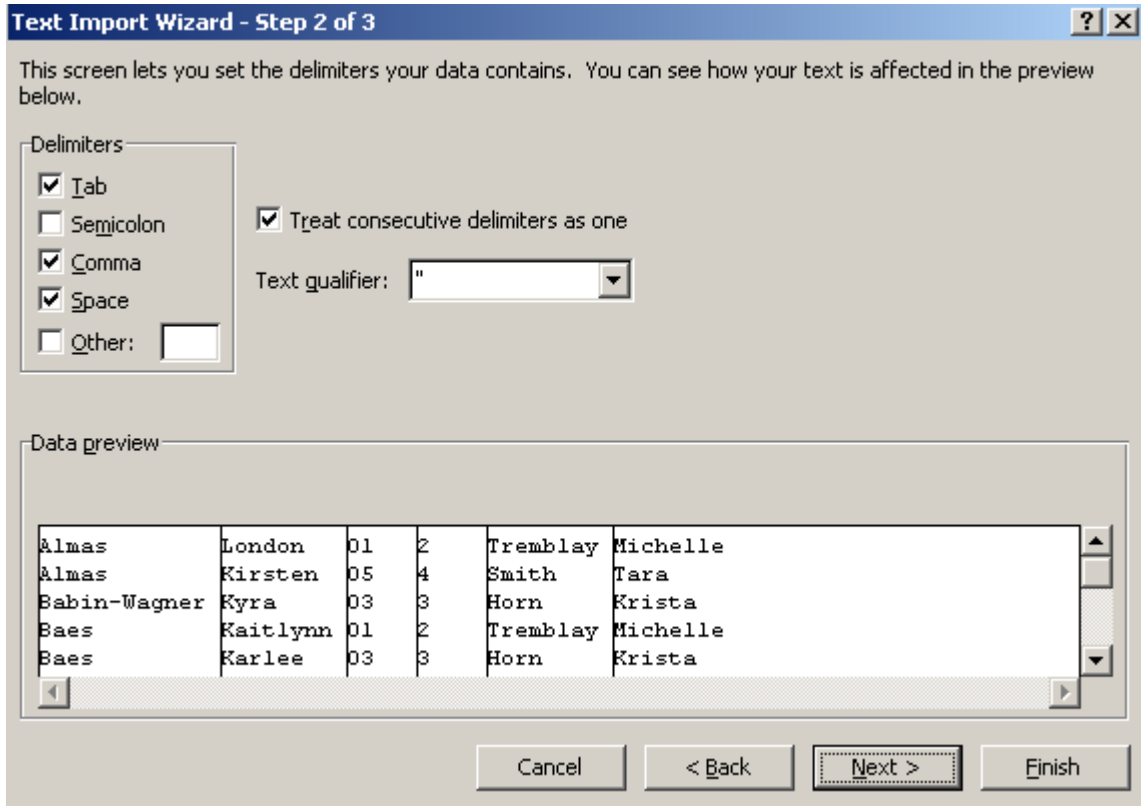
- In the message field below select, Yes.



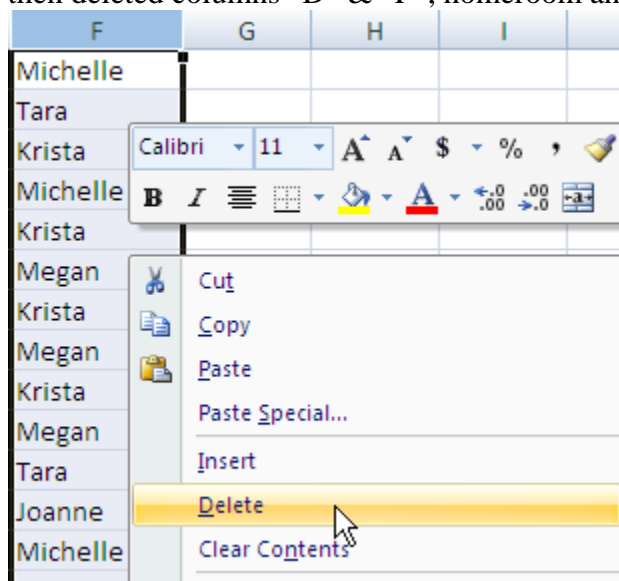
- Choose Delimited, and click Next.



- In the screen below, make sure you include all of the settings shown. Click Next.

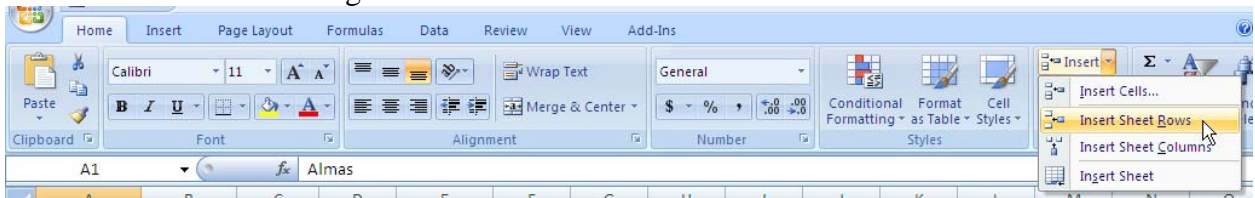


- From the last screen select Finish.
- Once in the spreadsheet, adjust your data how you wish. Using the fields I chose above, I then deleted columns "D" & "F"; homeroom and teachers' given names.



- Then, place your cursor in the top left cell (A-1).

- Insert a row for headings.



- Type in your headings.

	A	B	C	D	E
1	Surname	Given	Grade	Teacher	

- Choose "Save As" to save the file as an Excel (xlsx) spreadsheet.

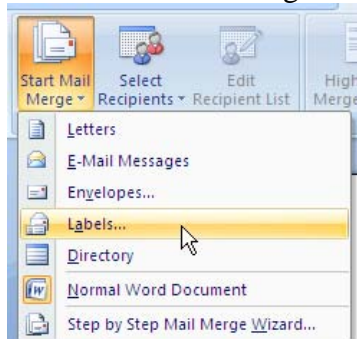


- Now open Microsoft Word. This is where we create the merge for the labels.

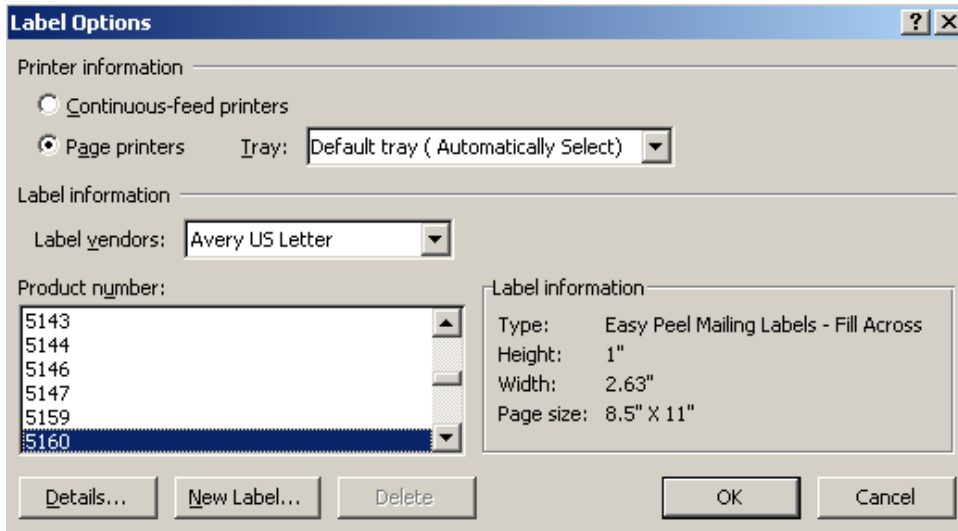
- Click on the Mailings tab.



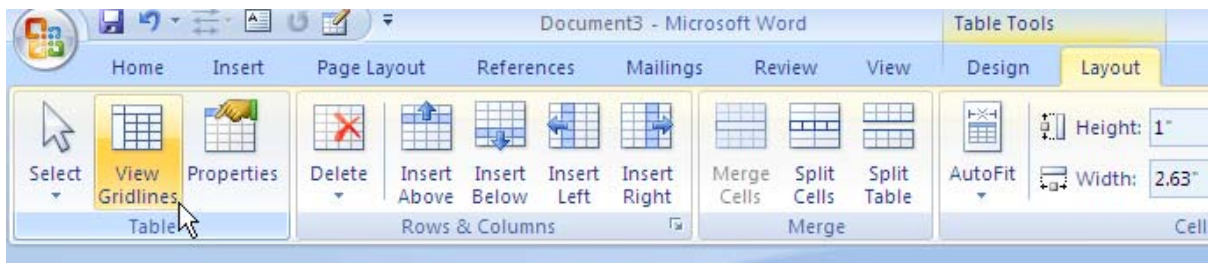
- Select Start Mail Merge > Labels



- Make sure to select the options shown below.

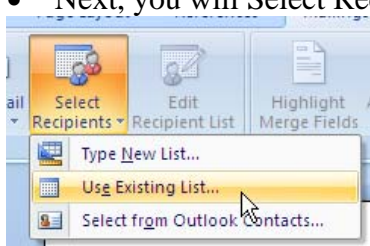


- Now click on the Layout tab and select View Gridlines.

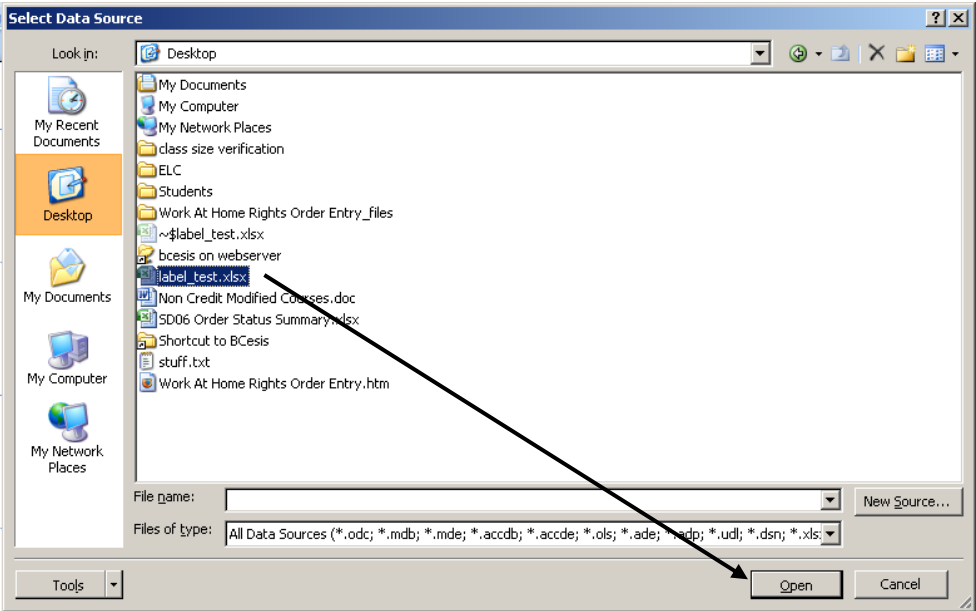


- Return to the Mailings tab.

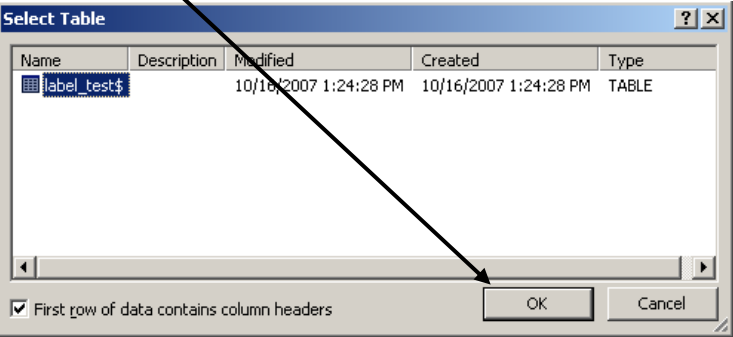
- Next, you will Select Recipients > Use Existing List



- Navigate to your file and Open.



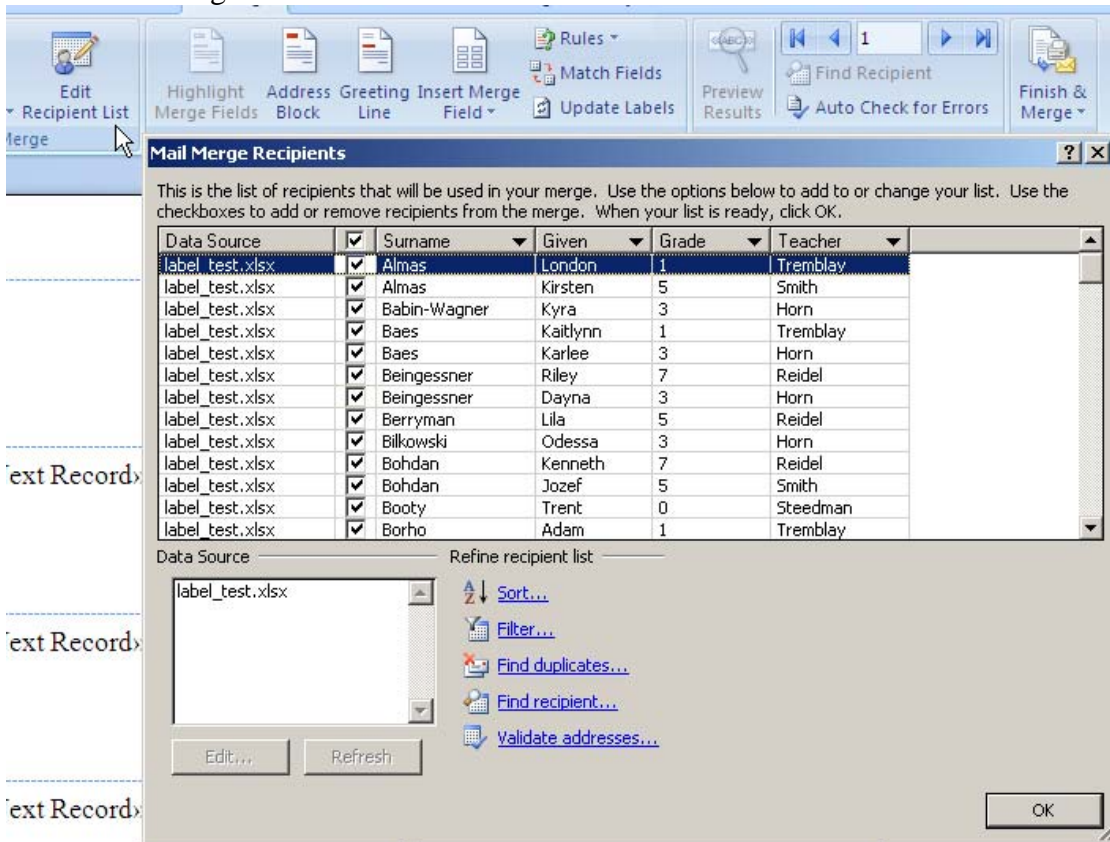
- Click Ok in the Select Table screen.



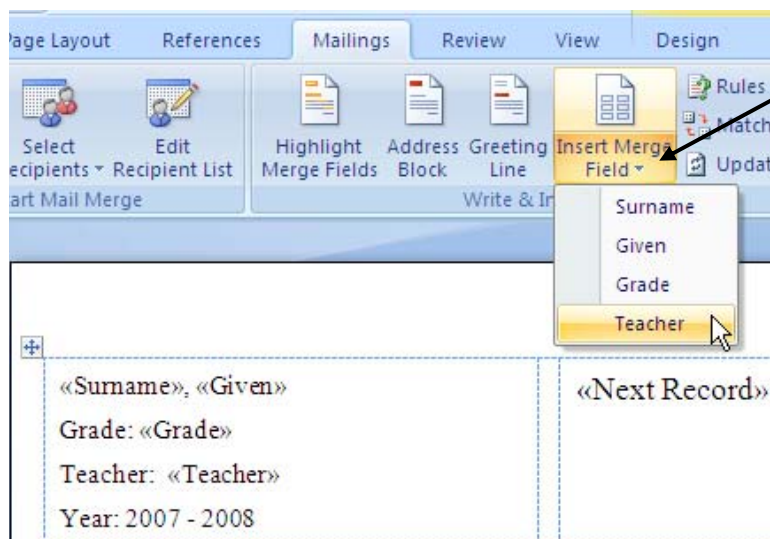
- You should now be looking at a document like that shown below.

	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»

- At this point you can choose to Edit the Recipient List if necessary, which will give you the following screen.

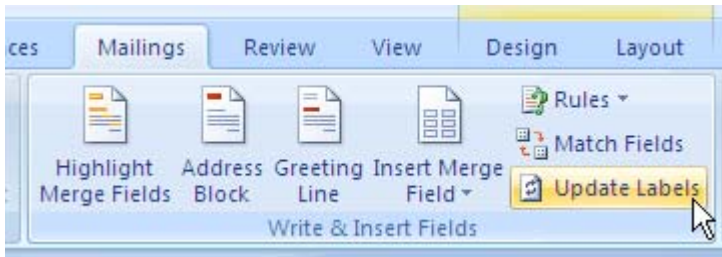


- Once you are satisfied with the recipient data you need to, Insert Merge Field selecting and arranging your fields in the first cell. You will note that I manually arranged the fields and added the year at the bottom myself. I went back to the Home tab and adjusted the font size; you might also want to adjust spacing.

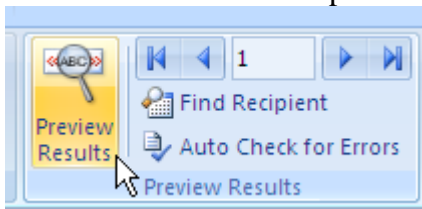


Clicking on the ▾ in the Insert Merge Field will give you the drop down list shown.

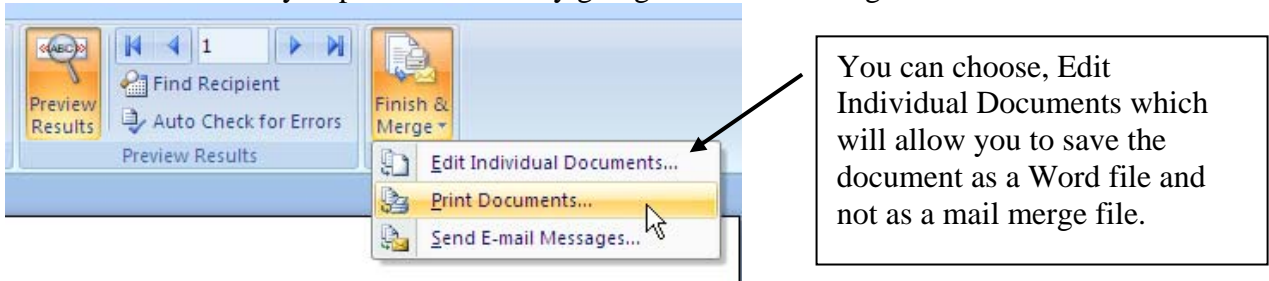
- When your label arrangement is complete, it is time to Update Labels. This will copy the fields to all of the other labels.



- You will now want to Preview your results. I found this feature to be deceiving. If you use the arrows to move ahead, labels will move one cell for each page shown. This is not how the label sheets will print out however, they **will** print out as expected.



- You are now ready to print the labels by going to Finish & Merge > Print Documents.



- If you managed to survive this far, then don't forget to Save your mail merge labels document for future use. If your student data changes, do another extract creating an Excel file with the same name to overwrite the older version. Then open your labels file and it will automatically pull the new data into your labels without having to change anything else.