

SNAP - Instructions for creating and printing labels

Open a student record ->  (it doesn't matter who, just select a student's name)

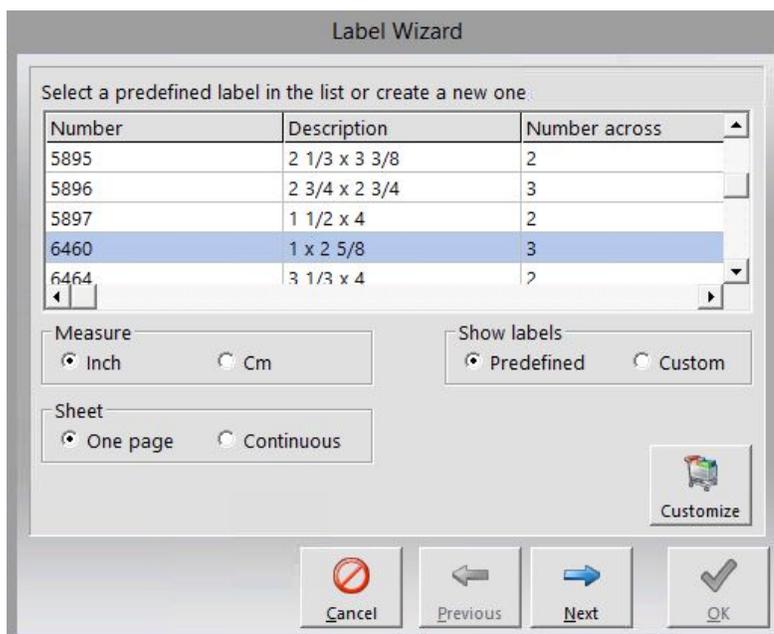
Click on the "Labels" button at the bottom of the screen.  

Click on the "New button"  or select a label format that has already been created.

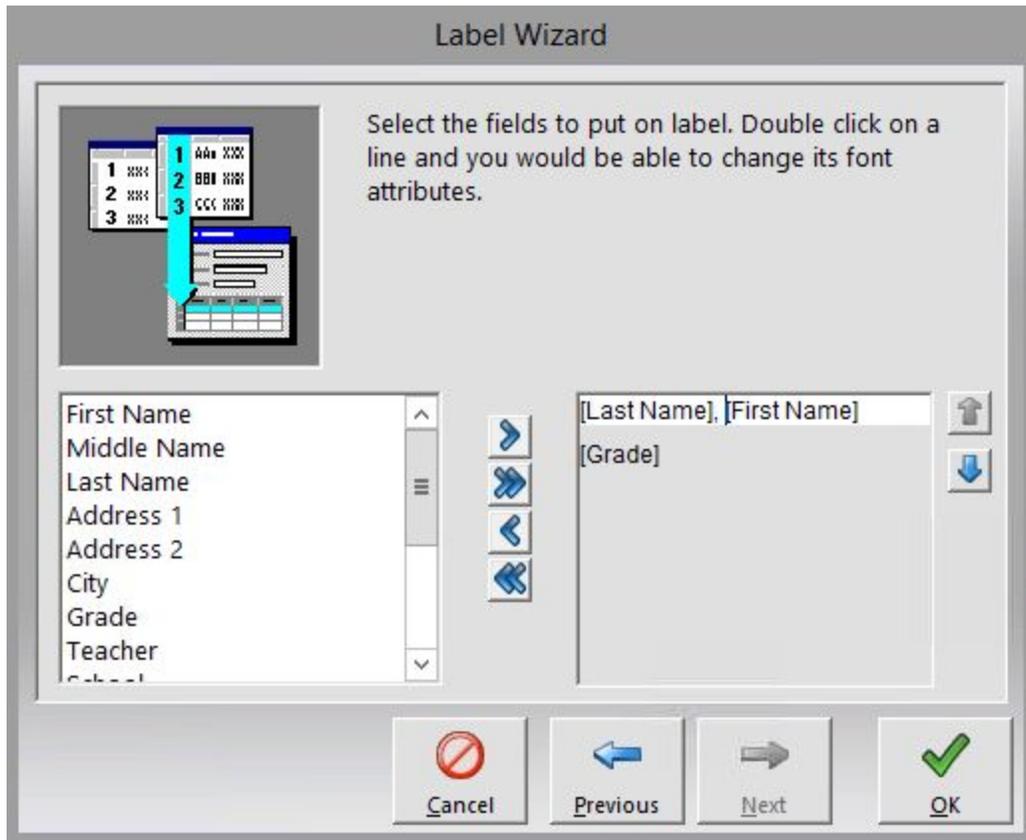
Enter a name for the label set you are going to create. Example...



Select the appropriate label size or number from the list. For the Vision and Hearing screenings, we currently use Avery #5960 which are 1" x 2 5/8". "Next" button



Select the fields you want to appear on the label. In order to enter a second line for a field, you must click and drag the field on the left column. If you want the fields to appear on the same line, you just double click the field name. Be sure to add a comma, and space between LN, FN. You can change the font style, size and attributes by double clicking on the line where your selected fields are shown.

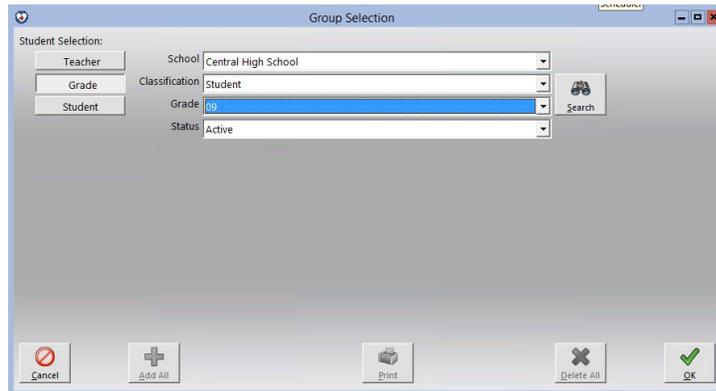


Select the "OK" button.

From the top menu bar ->



select "Group" -> "Select" -> make your selection from the screen example shown below, then hit the "Search" button.



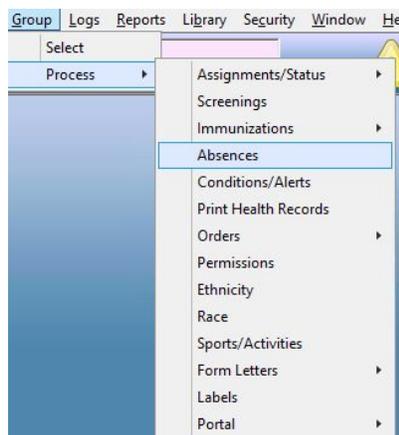
When you see the "Select From" list of students on the left side of the screen, hit the



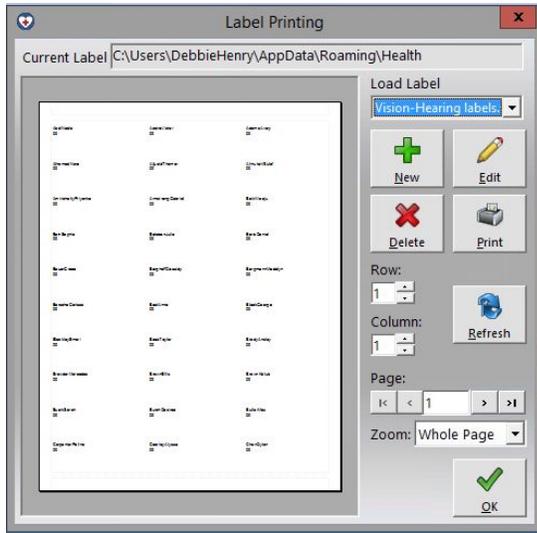
"Add All" button. The screen on the right will now say... "Group Contains ### Students".

Hit the "OK" button.

Go back to "Group" from the top menu bar. Select -> Process -> Labels

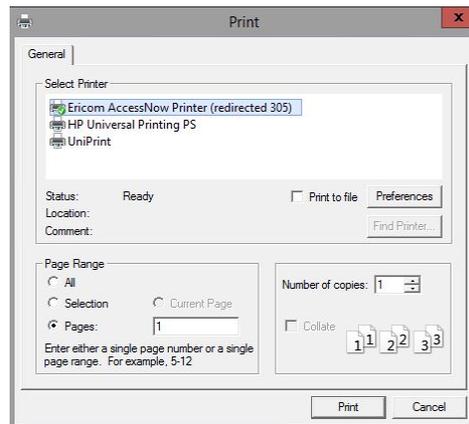


Under the "Load Label" dropdown , select the appropriate label format.

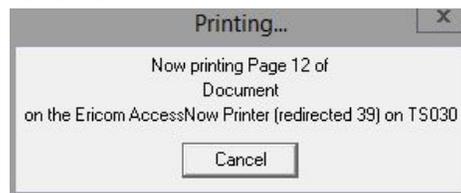


Hit the “Print” button and select **your** printer and modify the “Print Range” to select “All” pages or just 1 or 2 (it won’t actually print them... yet). Note - if you need to print more than one set of labels, it might be easier to just print individual sets because they do not print in collated sets.

Example...



This screen will pop up.



And then this screen.



Select "View"

Verify the labels look as you would like them and then print them with the little printer icon in the upper right corner.



When you need to do another grade or make a new "Selection", you will get this message... -> Select "Yes"

