Formatting the Mailing Labels generated from Welligent

This is a quick guide on how to use the excel format mailing labels from any Welligent immunization report/s that generates the follow up letter.

First Step: Watch this <u>YouTube video</u>. Please make sure that you're signed-in to your Google account using your LAUSD single sign on to access this video.



After following all the steps in the video, please follow the steps below in formatting the labels using the information in all the columns in the excel file.

Click OK

Click OK

Mail Merge Recipients ? × This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK. Data Sour v Student Name Street	Here is a preview from your recipient list:
Testtabels Image: Comparison of Section Comparison of	
Data Source Refine recipient list TestLabels. (3).xlsx 2 ↓ Sort Eiter Eiter Edit	Data Source Refine recipient list TestLabels. (3).xlsx 2↓ Sort Eliter Eliter Edit Refresh
OK	OK

After the 2 steps above, the data in the excel file Match Fields is next, see below.

nsert Address Block			?	×
pecify address elements		Preview		
✓ Insert recipient's name in this format:	^	Here is a preview from your recipient list:		
Josh Q. Randall Jr. Joshua Joshua Randall Jr.		To the Parents of		
Insert gompany name Insert postal address:	Ţ	· .		
 Never include the country/region in the address Always include the country/region in the address Only include the country/region if different than: 		Correct Problems		
United States	gion	If items in your address block are missing or out of order, identify the correct address elements	use Match Fiel	ds to :ls
		ОК	Canc	el

Mailing Label Template

- in	Match Fields	?	\times							
e	In order to use special features, M which fields in your recipient list n fields. Use the drop-down list to s recipient list field for each address	ail Merge needs natch to the requ select the approp s field componen	to know iired riate t	A 1 Label	B Student Name	C Street	D County	E State	F Zip	
at: on io ı i	Required for Address Block First Name Last Name Suffix Company Address 1 Address 2 City State Postal Code Country or Region Optional information Unique Identifier Courtesy Title Middle Name	Label (not matched) (not matched) Student Name Street (not matched) County State Zip (not matched) (not matched) (not matched) (not matched)		The column the drop-dow First Name Company : s City: select County to	labels for the W vn option for ea : select Label select Student County (I will o o City in the repo	/elligent o ch field Name create a f ort)	excel file ticket to o	will be in change		
st	Use the drop-down lists to choose database that corresponds to the a Merge expects (listed on the left.) Remember this matching for t this computer	the field from yr address informat	our tion Mail burces on	State: selec	et State e: select Zip					

Welligent Excel Mailing Labels File

Click Ok after making selections

Click Update all labels. Follow the wizard prompt. Click Next: Preview your labels

eplicate labels	
You can copy the layout of the first label to the other labels on	
the page by clicking the button	Step 4 of 6
Update all labels	→ <u>Next: Preview your lab</u>

If the labels have extra spaces highlight the document and click on **No Spacing**

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