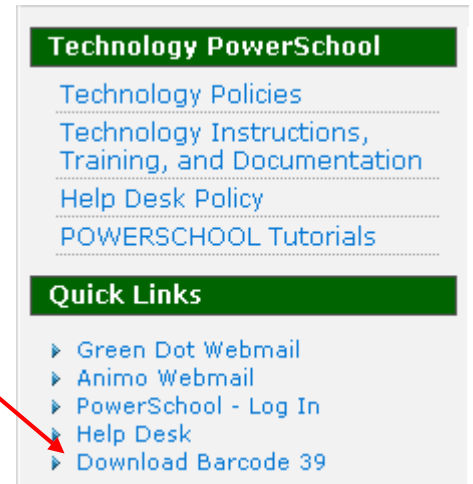
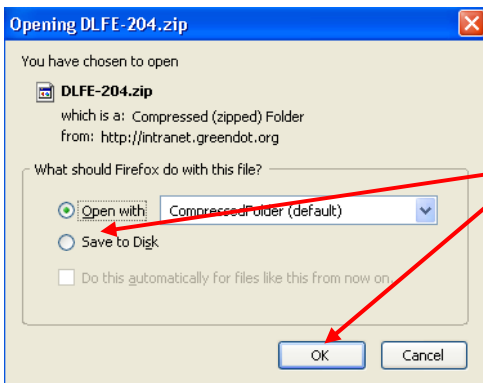


Online Tutorial: Printing Student Labels with Barcodes

Step 1: Visit the current Green Dot Intranet at:
<http://intranet.greendot.org/web/guest/technology>



Step 2: In the left navigation bar, click “Download Barcode 39” under the “Quick Links” heading.

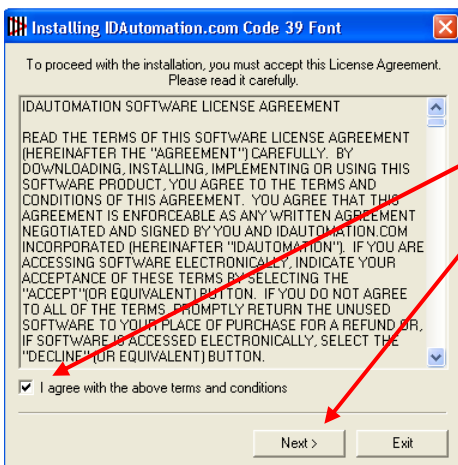


Step 3: Click “Save to Disk” and save the file to your desktop.

Step 4: Go to your desktop, locate the file labeled “DLFE-204.zip,” and double-click on it.

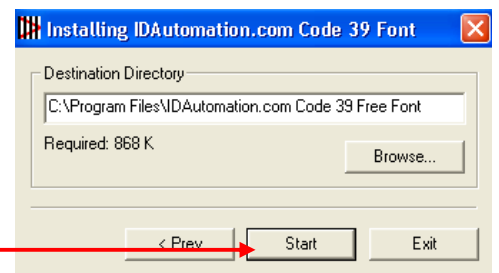


Step 5: Double-click on the “INSTALL.exe” file.

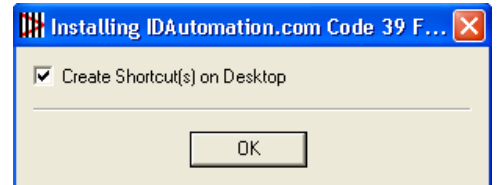


Step 6: Check the “I agree...” box, and click “Next.”

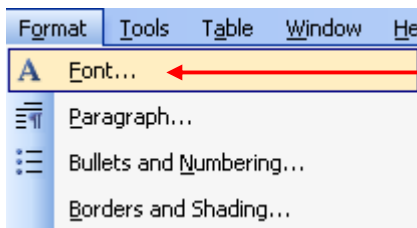
Step 7: Click the “Start” button.



Step 8: Click “OK” to finish, then click “OK” again to create a shortcut on the desktop.

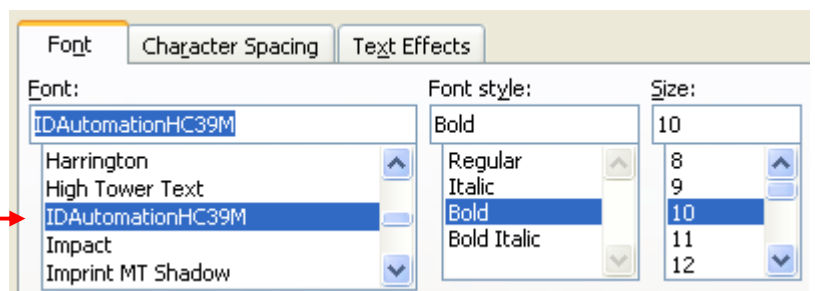


Step 9: Open Microsoft Word.



Step 10: In the menu bar, go to “Format-Font.”

Step 11: Scroll down to find “IDAutomationHC39M.”



Step 12: If you’ve found it, you have successfully installed the barcode font. If not, please repeat the steps above.

Note: You only need to install the barcode font once. You do not need to repeat the steps above each time you want to print barcode labels.

Step 13: Log into PowerSchool.

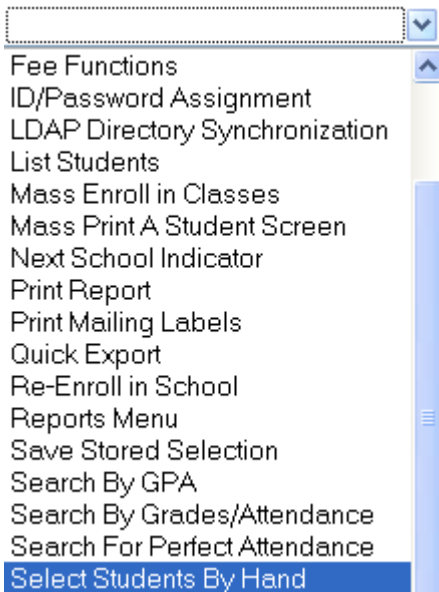
Step 14: From the start page, under the “Browse Students” heading, click “All.”

Search Students

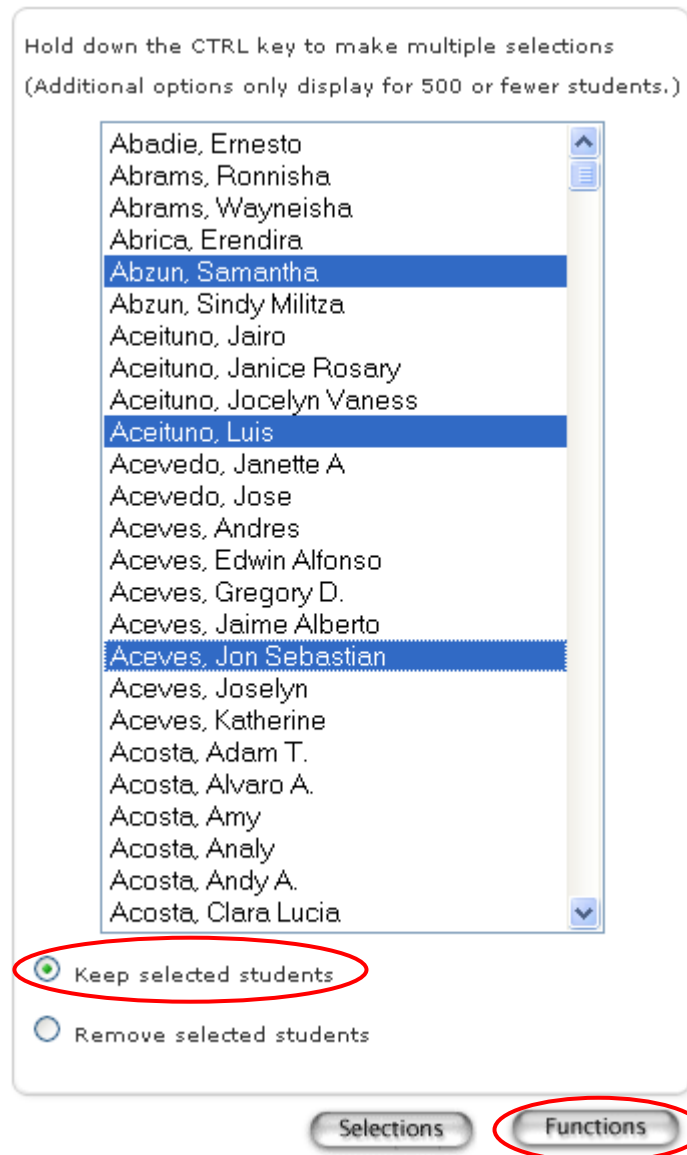


Browse Students





Step 15: From the drop-down menu, select “Select Students by Hand.”



Step 16: Holding down the “Ctrl” key, click the students for which you’d like to print barcode labels.

Step 17: Click “Keep selected students.”

Step 18: Click the “Functions” button.

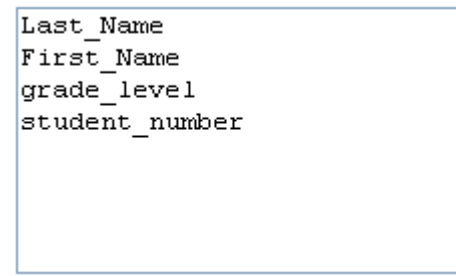
*Note: If you’re printing labels for a majority of these students, click the students who you **do not** want to print labels for. Then, click “Remove selected” students, and click the “Functions” button.*




Step 19: In the middle of the screen, click the “Quick Export” link under the “Function” heading.

Step 20: Copy and paste the following into the quick export text box:

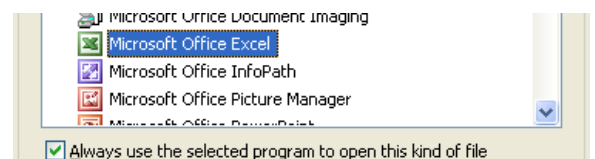
Last_Name
First_Name
grade_level
student_number



Step 21: Click the “Submit” button. 

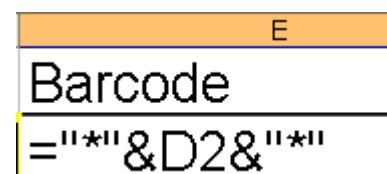
Step 22: Save the file to your desktop.

Step 23: Find the file on your desktop and right-click on it. Choose “Open With” and then “Choose Program.”



Step 24: Check the “Always use...” box, click on Microsoft Excel, and click “OK.”

Step 25: When Excel opens, it should have four columns of student data. Type “Barcode” in cell E1. In cell E2 type the following: =“*”&D2&”*”

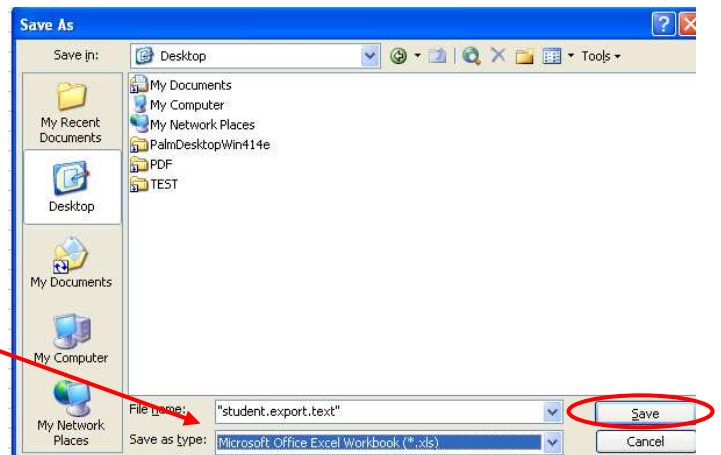


Step 26: Copy the formula from cell E2 into the remainder of the column.

Step 27: Click on “File-Save As.”

Step 28: In the drop-down menu select “MS Office Excel Workbook” and click the “Save” button.

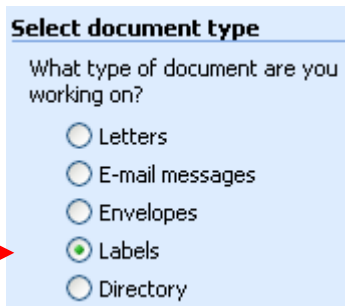
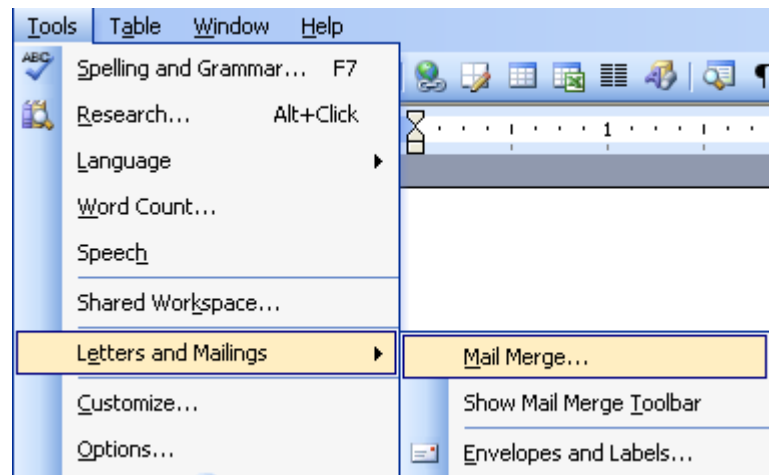
Step 29: Close Microsoft Excel.



Step 30: Open Microsoft Word.

Step 31: In the menu bar, select “Tools – Letters and Mailings – Mail Merge.”

Step 32: In the right navigation bar, under “Select document type,” select “Labels.”

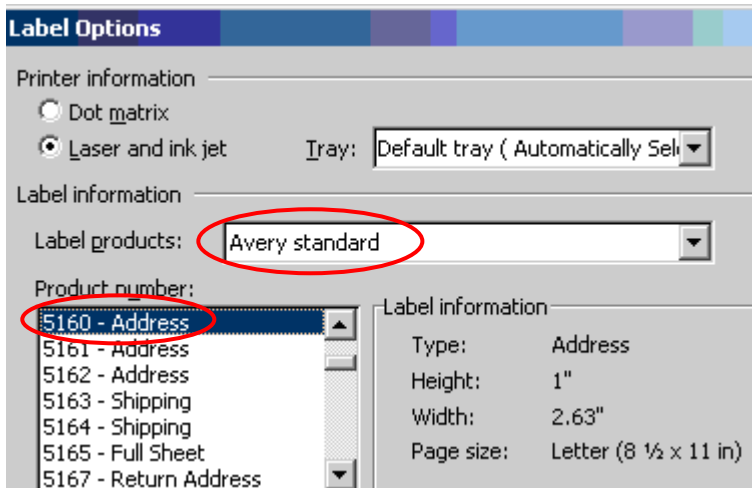


Step 33: In the bottom right-hand corner of your screen, click “Next: Starting document.”



Step 34: In the right navigation bar, click “Label options...”

Change document layout
Click Label options to choose a label size.
[Label options...](#)



Step 35: Next to “Label products,” select “Avery Standard.”

Step 36: Under “Product number,” select “5160-Address.”

Step 37: Click the “OK” button.

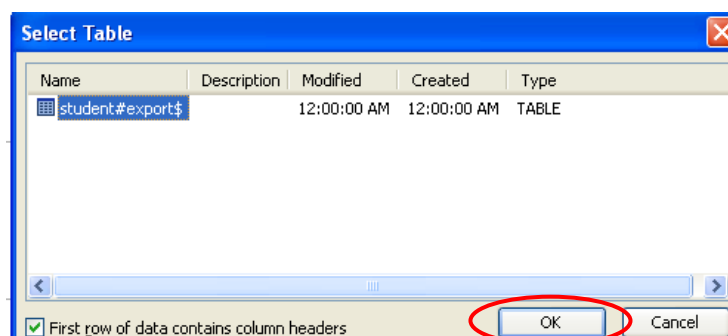
Step 38: In the right navigation bar, select “Browse...” under the “Use an existing list” heading.

Use an existing list
Use names and addresses from a file or a database.
[Browse...](#)

Step 39: Find and open the Excel file you created in Step 28.



Step 40: When the “Select Table” window appears, click the “OK” button.



Next: Arrange your labels

Step 41: In the bottom right-hand corner of your screen, select “Next: Arrange your labels.”

Step 42: Under “Arrange your labels,” click on “More Items.”

More items...

Step 43: Select each field and click “Insert.” Then, click “Close.”

Your first tab will look something like this:

«Last_Name» «First_Name»
«Student_Number» «Grade_Level»
«Barcode»

Step 44: Insert a comma and a space between the “Last_Name” and “First_Name” fields.

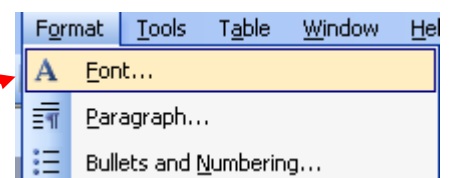
Step 45: Bold the “Last_Name” and “First_Name” fields.

Step 46: Hit the “Enter” key after the “First_Name” field, and type in “Student #:” before the “Student_Number” field.

Step 47: Hit the space bar 12 times after the “Student_Number” field, and type in “Grade:” before the “Grade_Level” field.

Step 48: Hit the “Enter” key after the “Grade_Level” field.

Step 49: Highlight the “Barcode” field and click on “Format-Font.”



Step 50: Scroll down to the font named “IDAUTOMATIONHC39M” and click “OK.”

Step 51: Click the “Update all labels” link.

➔ Next: Preview your labels

Step 52: In the bottom right-hand corner, click “Next: Preview your labels.”

Step 53: Assuming the sheet looks good, click on “Next: Complete the merge” in the bottom right-hand corner.

➔ Next: Complete the merge

Step 54: Load Avery 5160 labels into the printer and click “Print.”

Print...