

Bruckner's Mailing List for next year's Seniors:

- From the PS Start Page click the 11 to select the current year's 11th graders
- Select List Students from the Functions drop down at the bottom right
- Use the following fields:
 - Last_Name
 - First_Name
 - Mailing_Street
 - Mailing_City
 - Mailing_State
 - Mailing_Zip

Report Title (shown at top of page):

Col	Field Name	Column Title
1.	Fields <input type="text" value="Last_Name"/>	<input type="text" value="Last Name"/>
2.	Fields <input type="text" value="First_Name"/>	<input type="text" value="First Name"/>
3.	Fields <input type="text" value="Mailing_Street"/>	<input type="text" value="Mailing_Street"/>
4.	Fields <input type="text" value="Mailing_City"/>	<input type="text" value="Mailing_City"/>
5.	Fields <input type="text" value="Mailing_State"/>	<input type="text" value="Mailing_State"/>
6.	Fields <input type="text" value="Mailing_Zip"/>	<input type="text" value="Mailing_Zip"/>
7.	Fields <input type="text"/>	<input type="text"/>
8.	Fields <input type="text"/>	<input type="text"/>
9.	Fields <input type="text"/>	<input type="text"/>
10.	Fields <input type="text"/>	<input type="text"/>

Padding In Each Cell (in points)

Rows In Between Breaks

Other Options Gridlines Export

Optional: Sort Field Name	Direction
<input type="text" value="Last_Name"/>	> ▾
<input type="text"/>	> ▾
<input type="text"/>	> ▾

- Check the Export check box
- Click Submit
- Save the file to your computer
- The file is already in the format Bruckner's needs, rename your file with your school name and year.