

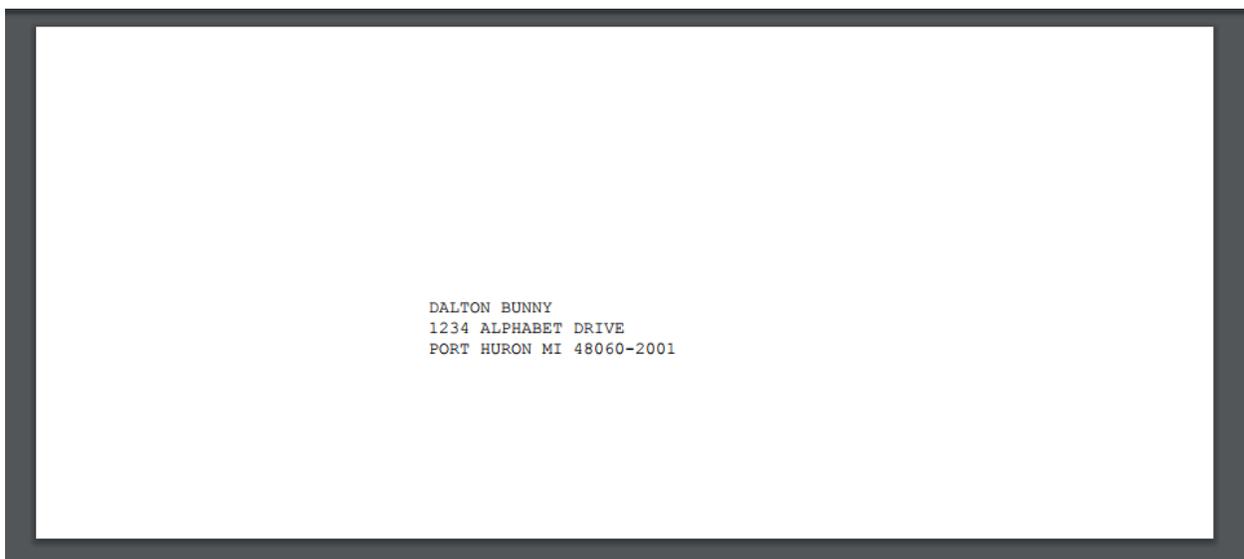
Quick Print Envelope for an Individual Student/Family

This document will walk you through how to quickly print an envelope for one family member by using the Quick Print option on the Family tab.

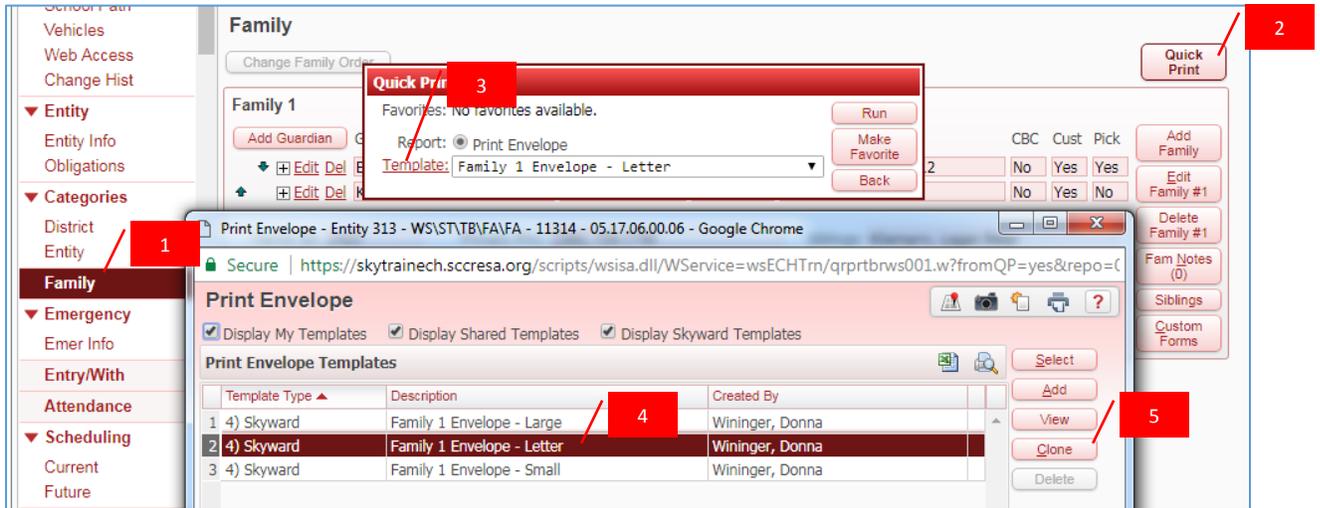
Student Profile – Family – Quick Print – Select the Envelope size and click Run. This will print an envelope addressed to the student.

The screenshot shows the 'Family' tab in a software interface. A 'Quick Print' dialog box is open, showing the 'Report' dropdown set to 'Print Envelope' and the 'Template' dropdown set to 'Family 1 Envelope - Letter'. The 'Run' button is highlighted with a red callout box labeled '4'. The 'Quick Print' button in the top right corner of the main interface is highlighted with a red callout box labeled '2'. The 'Family' option in the left sidebar is highlighted with a red callout box labeled '1'. The 'Print Envelope' option in the 'Report' dropdown is highlighted with a red callout box labeled '3'.

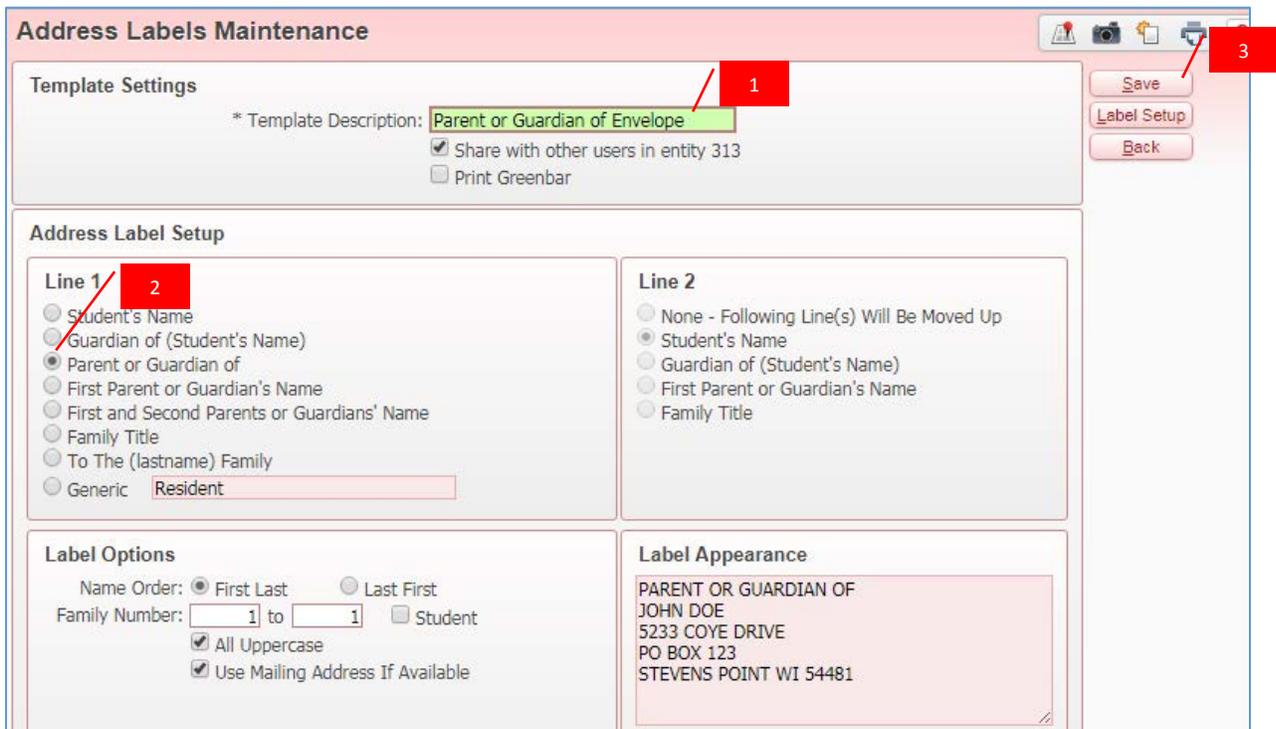
This is what your envelope will look like.



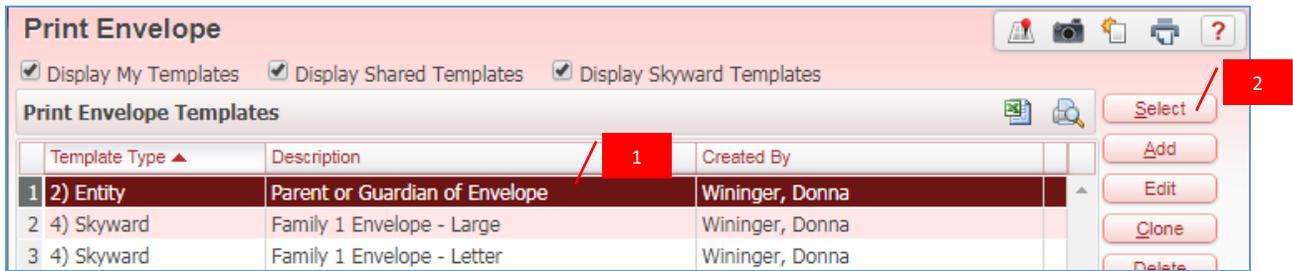
To set up a template to Quick Print to the Parent/Guardian: Student Profile – Family – Quick Print – Click on the “Template” link – Select Family 1 Envelope – Letter – Click on Clone



Name the Template – Select “Parent or Guardian of” – Click on Save

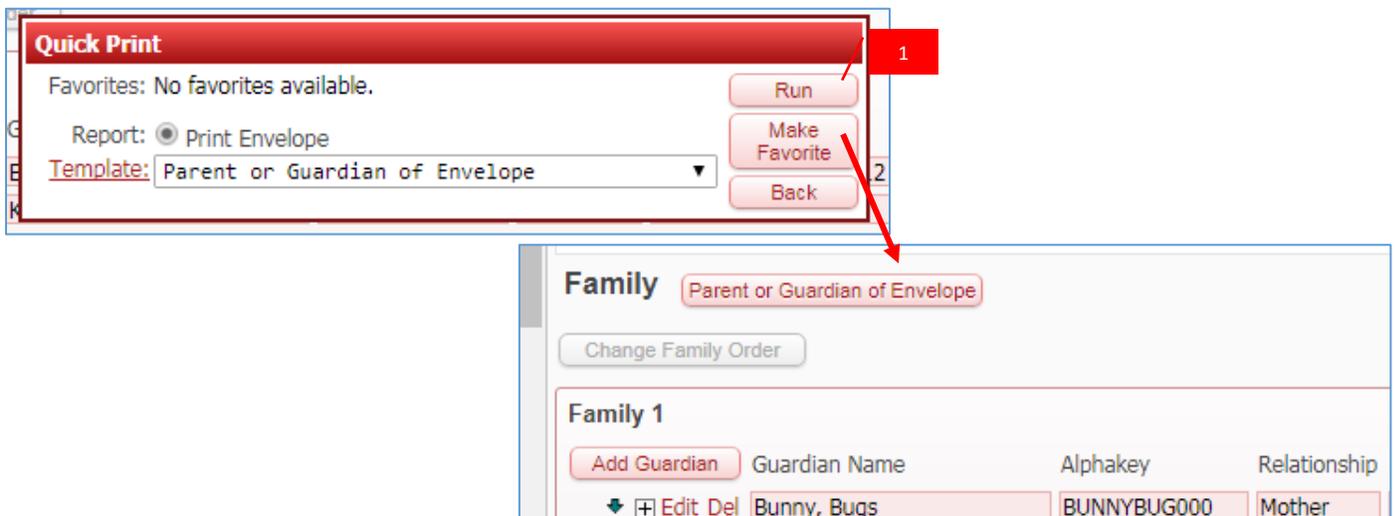


Highlight your new template and click on Select



You will see your new Template – Click on Run

Quick Tip: You can click on Make Favorite and this Template will show up on the Family Screen so that you can print the envelope in one click for the future.



This is what your envelope will look like

