# **Creating Labels in NC WISE**

You can create labels using information from Ad Hoc Exports. This example uses a label format requested for writing folders. You can use this as a basis for other labels.

# Step 1: Create the NC WISE export

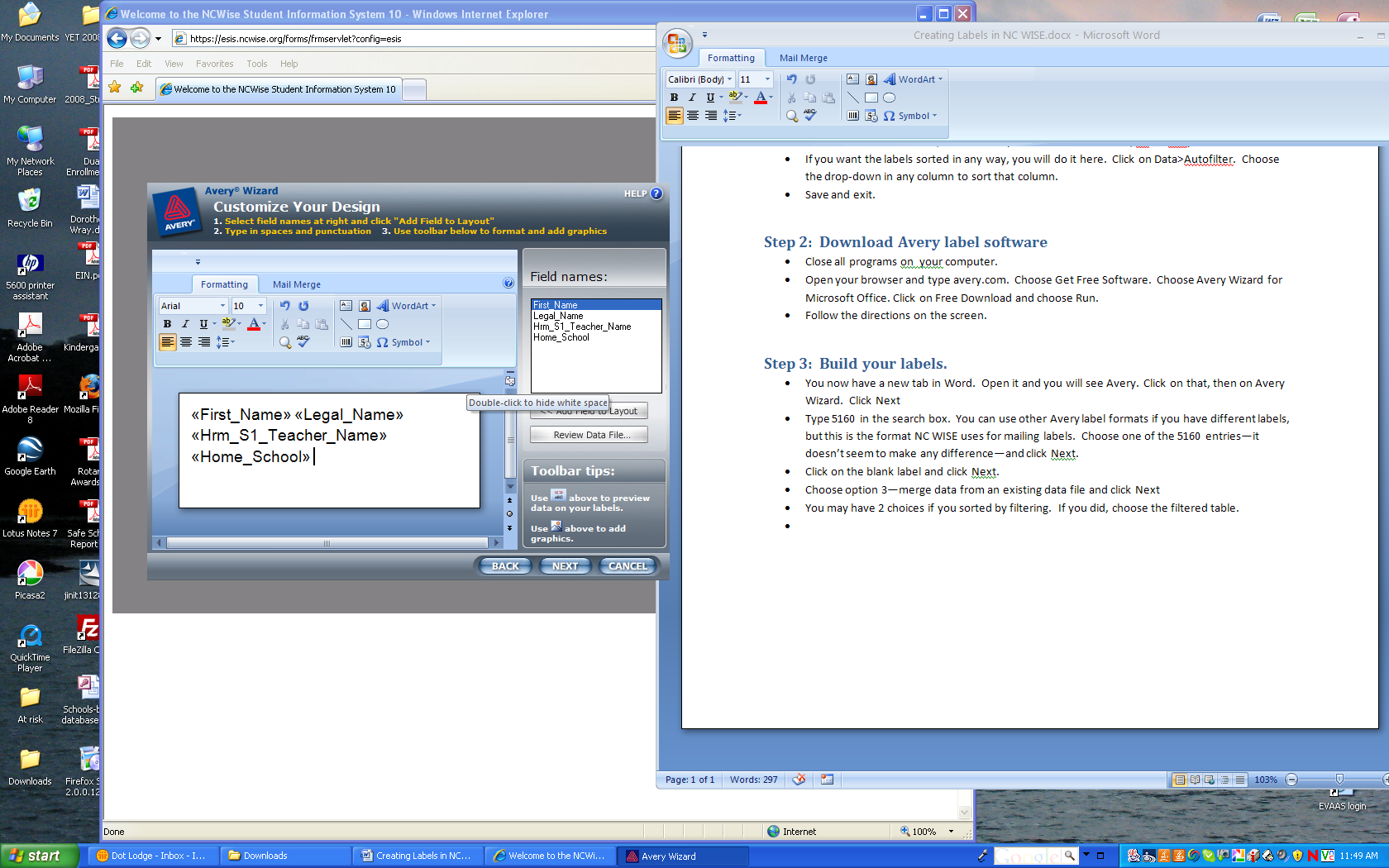
* Go to Ad Hoc Export
* Create an Ad Hoc Export with these fields: Legal Name, First Name, Hrm S1 Teacher Name, Home School.
* Save the file as Label.txt.
* Open Excel. Click File (Office button) Open. For file type, choose .txt. Open the file you created, then choose File (Office button) Save as. Save as Excel (.xls or .xlsx)
* If you want the labels sorted in any way, you will do it here. Click on Data>Autofilter. Choose the drop-down in any column to sort that column.
* Save and exit.

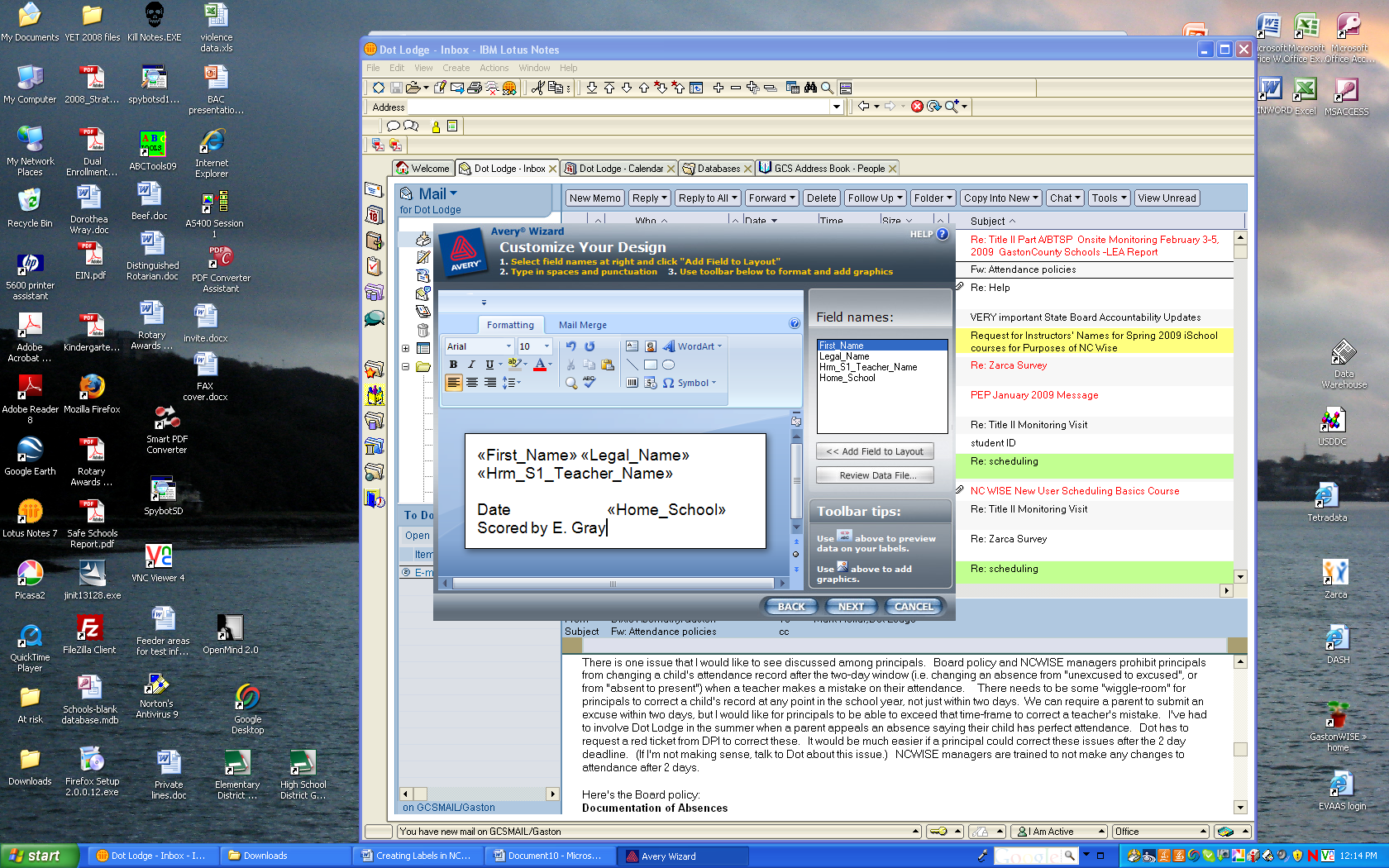
# Step 2: Download Avery label software

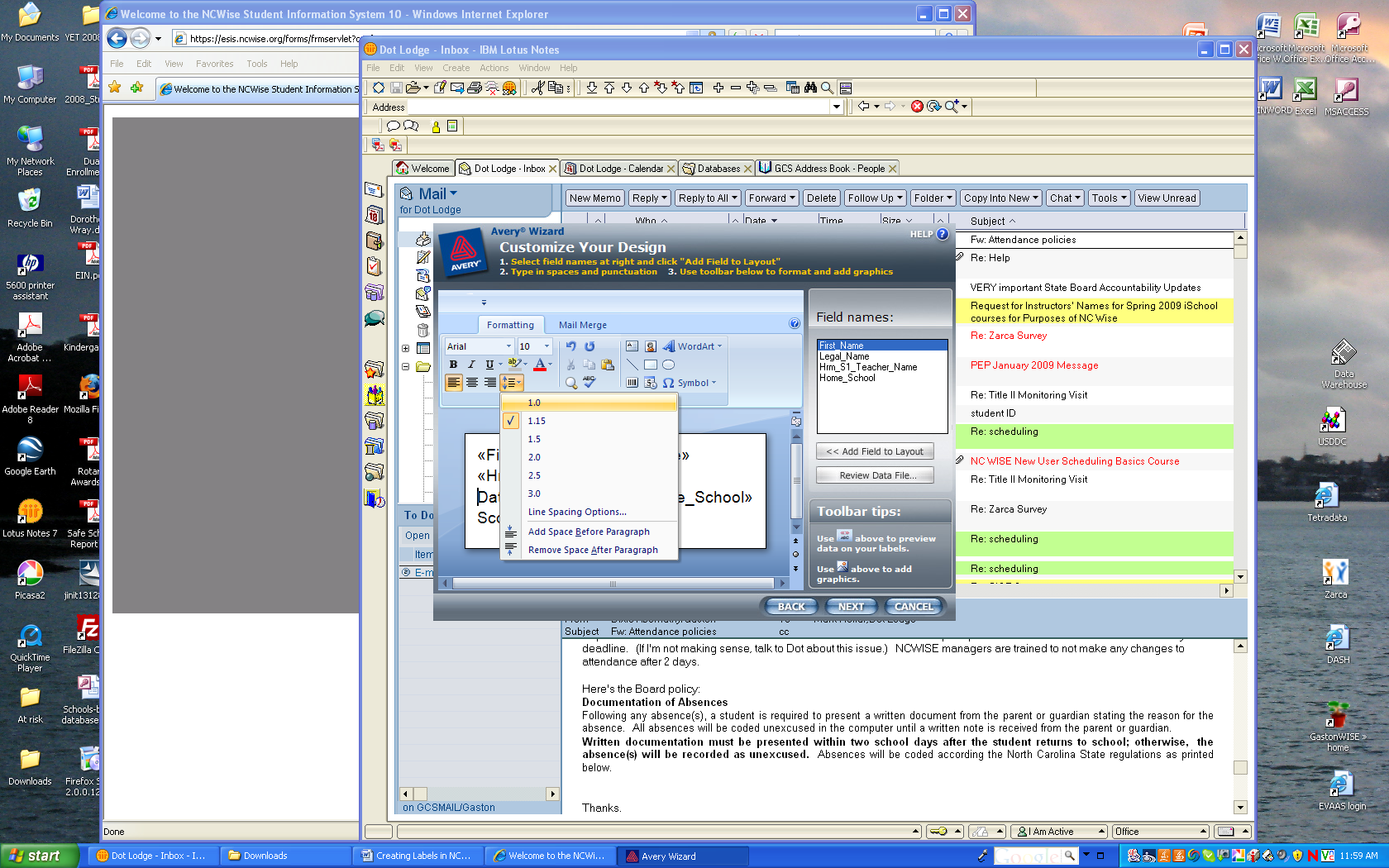
* Close all programs on your computer.
* Open your browser and type avery.com. Choose Get Free Software. Choose Avery Wizard for Microsoft Office. Click on Free Download and choose Run.
* Follow the directions on the screen.

# Step 3: Build your labels.

* You now have a new tab in Word. Open it and you will see Avery. Click on that, then on Avery Wizard. Click Next
* Type 5160 in the search box. You can use other Avery label formats if you have different labels, but this is the format NC WISE uses for mailing labels. Choose one of the 5160 entries—it doesn’t seem to make any difference—and click Next.
* Click on the blank label and click Next.
* Choose option 3—merge data from an existing data file and click Next
* Choose the file you saved.
* See the screen below. I have added the field names by clicking on Add Field to Layout. I will then add any constants that will appear on the label by typing them in.





I typed in Date and spaces, and Scored by E. Gray (these are the constants that appear on each label. In order to make it fit on the label, I had to use the line spacing options (see below) to Remove Space After Paragraph and to set line spacing to 1.0. I put a space before date so that there would be room to write on the label.

Click Next, and choose either option you like.

Click Finish, and your label file will be generated. Make sure you save it. Print it on the labels.