

Mailing Labels in EDDIE

EDDIE information is online: www.ncpublicschools.org/fbs/accounting/eddie/

The names and addresses are entered in EDDIE by the LEAs and charter schools. Contact the LEA or school to report errors.

EDDIE is located at: <http://apps.schools.nc.gov/eddie>

On the Welcome – Main Menu screen, choose:

Mailing Labels – LEA

or

Mailing Labels – School.

LEA labels

A) Mailing Label Type. Use the drop-down box to choose a type.

<u>If you choose:</u>		<u>Fields Provided (if available) on the Mailing Label:</u>	<u>Selection Options:</u>
To create labels for LEA positions and personnel identified in EDDIE. <u>Positions provided:</u> <ul style="list-style-type: none"> • Academics • Accountability • Asst. Superintendent • Assoc. Superintendent • Career Technology • Child Nutrition • Exceptional Children • Facilities • Finance Officer • Personnel Administrator • Public Information • Superintendent • Technology • Transportation 	First Class (Default)	Prefix, First, Middle, Last, Suffix	Based on position selected in step B.
		Position (Staff Title)	See Step B.
		LEA Name	See Step D.
		Mailing Street Address, City, State, Zip	Based on LEA selected in Step D.
	Courier	Prefix, First, Middle, Last, Suffix	Based on position selected in step B.
		Position (Staff Title)	See Step B.
		LEA Name	See Step D.
		Physical Address City	Based on LEA selected in Step D.
		Courier Number nn-nn-nn	Based on LEA selected in Step D.

To create labels for LEA positions NOT identified in EDDIE.	Generic First Class	Type in a Generic Title (e.g. Title I Director or any other position not provided in EDDIE)	Text field in Step A. Disregard the instruction – then click “GENERATE” button
		LEA Name	See Step D.
		Mailing Street Address, City, State, Zip	Based on LEA selected in Step D.
	Generic Courier	Type in a Generic Title (e.g. Title I Director or any other position not provided in EDDIE)	Text field in Step A. Disregard the instruction – then click “GENERATE” button
		LEA Name	See Step D.
		Physical Address City	Based on LEA selected in Step D.
		Courier Number nn-nn-nn	Based on LEA selected in Step D.

If you chose First Class or Courier, proceed to B. If you chose Generic First Class or Generic Courier, skip B and proceed to C.

B) LEA Personnel Selection Options

EDDIE has provided positions from which to select (e.g. Superintendent, Child Nutrition, Technology, etc.) If the position you need is not in the box, go back to Step A and use the "Generic" option to type the position in the text field.

- Use the box to indicate which title or titles to choose. If you want all of the titles, click on the double arrow to move everything to the right side. If you don't need everything, click on the title(s) you want on the left to highlight them, then use the single arrow to move them to the right.

C) LEA Operational Status. Use the drop-down box to choose:

- Both (Open and New)
- Open (Has been operating for a year)
- New (First year of operation)

D) LEA Name OR Number Selection Options

- Use the box to indicate which LEA Names OR LEA Numbers to choose. If you want all of the LEAs, click on the double arrow to move everything to the right side. If you don't need everything, click on the LEA(s) you want on the left to highlight them, then use the single arrow to move them to the right.

After you have made your selections:

- Click on the button labeled "GENERATE Using Above Selection Criteria." A list will appear on the lower portion of your screen.
- You can click on the column headings to sort the list, or you can sort it after you download and save it. Scroll down to the end of the list and click on CSV_Output.
- If you get a pop-up box, please click on Open to open the file. A spreadsheet will open in comma separated values (CSV).
- Near the top of the spreadsheet, click on File then Save As. Choose where on your computer you want to save the file. Choose a File Name and change the Save as Type to your preferred format (i.e. Word doc or Excel).
- Check your results to ensure you got the data you expected. You may have to delete LEAs you don't need, such as LEAs for federal schools or other state agency schools.
- Use your mail merge or other utility to print your labels.

School labels

1) Mailing Label Type. Use the drop-down box to choose a type.

<u>If you choose:</u>		<u>Fields Provided (if available) on the Mailing Label:</u>	<u>Selection Options:</u>
To create labels for school positions and personnel identified in EDDIE. <u>Positions provided:</u> <ul style="list-style-type: none"> Principal Director Charter School 	First Class (Default)	Prefix, First, Middle, Last, Suffix	Based on position selected in step 2.
		Position (Staff Title)	See Step 2.
		Common School Name	See Step 5.
		Mailing Street Address, City, State, Zip	Based on LEA or school selected in Step 5.
To create labels for school positions NOT identified in EDDIE. Note: DPI can no longer provide mailing labels addressed to individual teachers. Please use a "generic" mailing label type with the title being the type of teacher to contact...such as "3rd Grade Social Studies Teacher" or "High School Biology Teacher" or "Math Department Chair".	Generic First Class	Type in a Generic Title (e.g. 3 rd grade Language Arts Teacher or any other position not provided in EDDIE)	Text field in Step 1. Disregard the instruction – then click "GENERATE" button
		Common School Name	See Step 5.
		Mailing Street Address, City, State, Zip	Based on LEA or school selected in Step 5.

If you chose First Class, proceed to 2. If you chose Generic First Class, skip 2 and proceed to 3.

2) School Personnel Selection Options

- Use the box to indicate which title or titles to choose. If you want both of the titles, click on the double arrow to move everything to the right side. If you don't need both, click on the title you want on the left to highlight it, then use the single arrow to move it to the right.

3) School Status. Use the drop-down boxes to choose:

- Operational Status
 - Both (Open and New)
 - Open (Has been operating for a year)
 - New (First year of operation)

- School Designation
 - All
 - Charter
 - Federal
 - Other (i.e. other state agency schools)
 - Public
- School Schedule
 - All
 - Block
 - Quarter
 - Semester
- Extended Hours
 - All
 - Yes
 - No
- School Calendar
 - All
 - Modified
 - Traditional
 - Traditional and Year Round Combination (schools that offer two or more calendar types)
 - Year Round

4) Grade Levels

5) School Selection Options

- a. Indicate by LEA, you will get all schools in those LEAs.
- b. Indicate by Charter School(s)
- c. Indicate the LEA, and then choose individual schools within that LEA.

Use the boxes to indicate which LEA Names, Charter Schools, and/or individual schools to choose. If you want all of the choices in a box, click on the double arrow to move everything to the right side. If you don't need everything, click on the name(s) you want on the left to highlight them, then use the single arrow to move them to the right.

After you have made your selections:

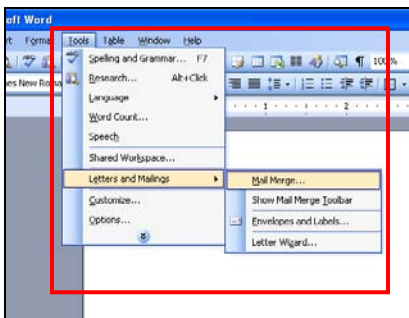
- Click on the button labeled "GENERATE - (always click here after making selections)" A list will appear on the lower portion of your screen.
- You can click on the column headings to sort the list, or you can sort it after you download and save it. Scroll down to the end of the list and click on CSV_Output.
- If you get a pop-up box, please click on Open to open the file. A spreadsheet will open in comma separated values (CSV).
- Near the top of the spreadsheet, click on File then Save As. Choose where on your computer you want to save the file. Choose a File Name and change the Save as Type to your preferred format (i.e. Word doc or Excel).
- Check your results to ensure you got the data you expected. You may have to delete schools you don't need, such as federal schools or other state agency schools.
- Use your mail merge or other utility to print your labels.

Mailing Labels using MS Word 2003

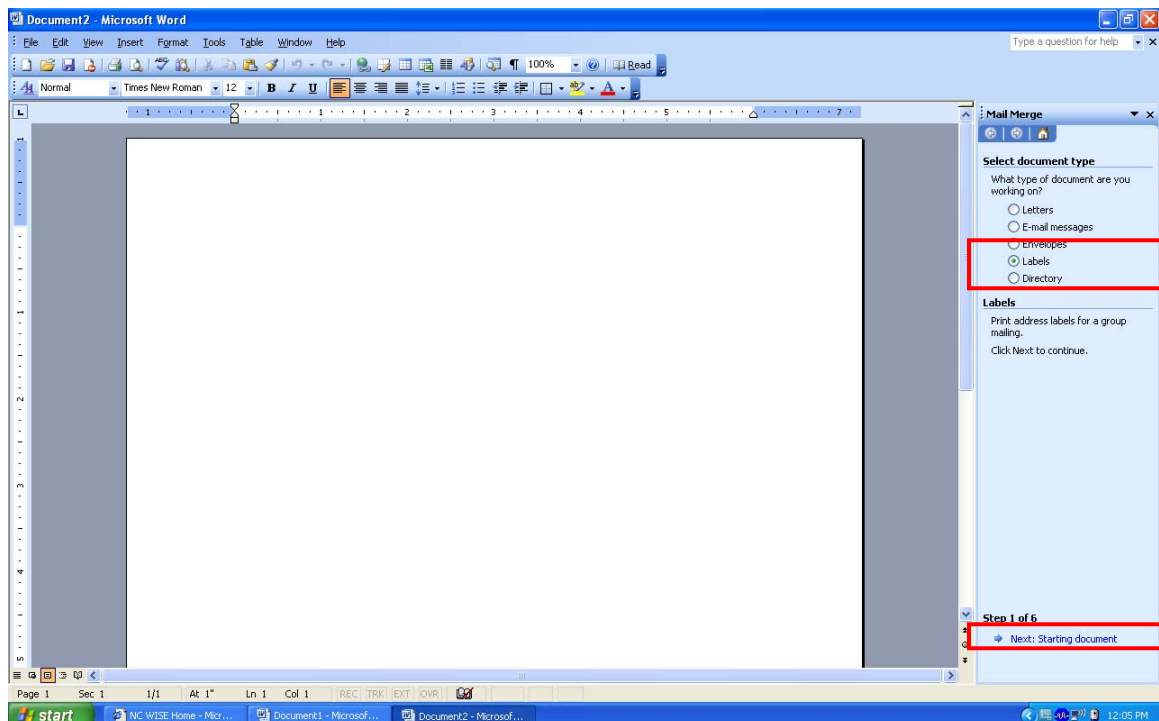
After the EDDIE report has been generated in the CSV file; open the CSV file and remove all columns that have no data. Then save the file.

Step 1 of 6

1. Open MS Word 2003
2. Click the **Tools** menu.
3. Highlight **Letters and Mailings**.
4. Choose **Mail Merge**.

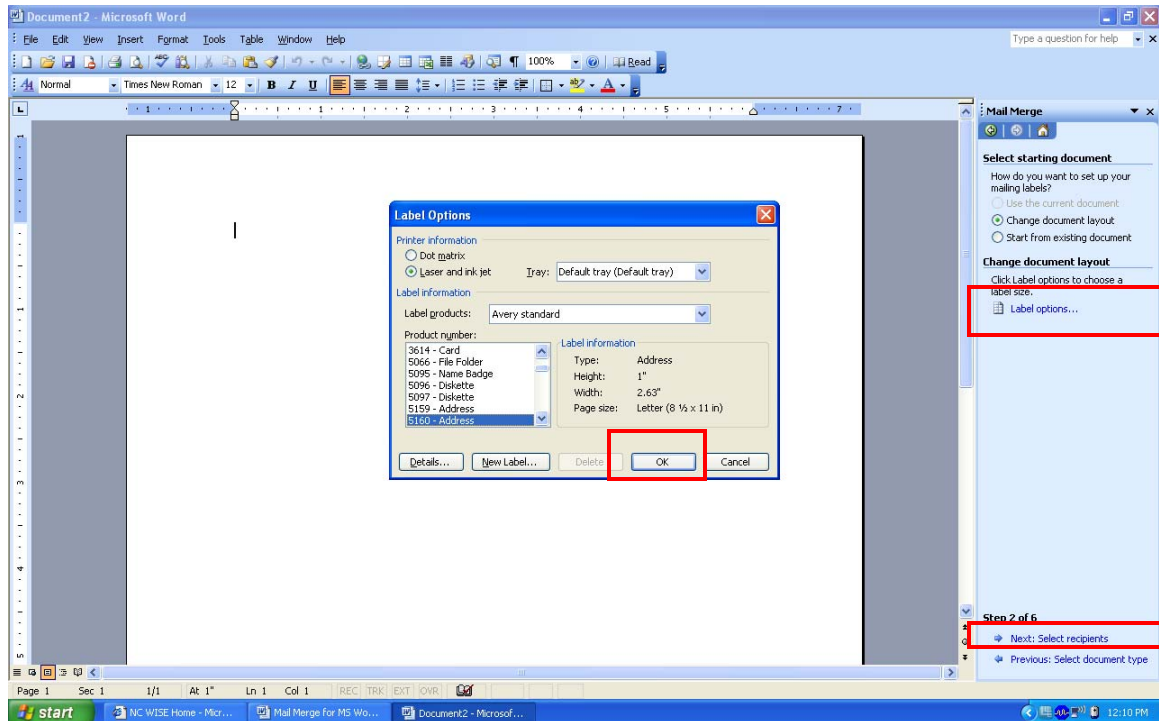


5. Click the **Labels** radio button.
6. Click **“Next: Starting document”**.



Step 2 of 6

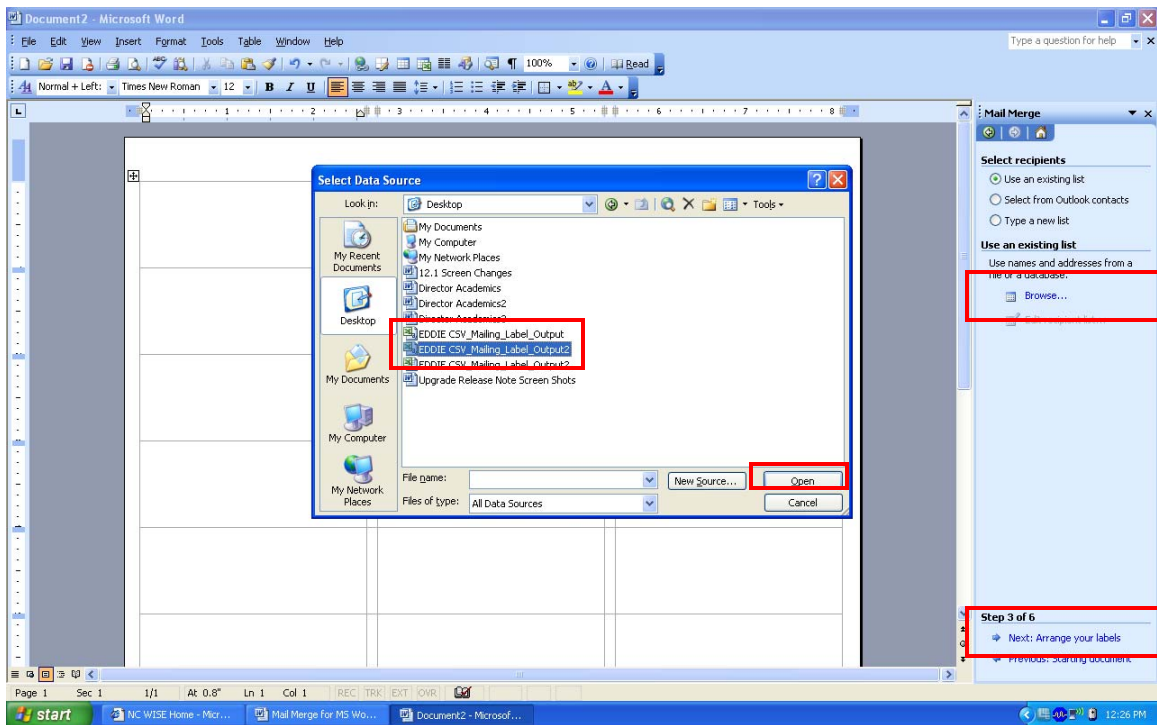
1. Click **Label options**.
2. Choose the type of label to be used.
3. Click **OK**.



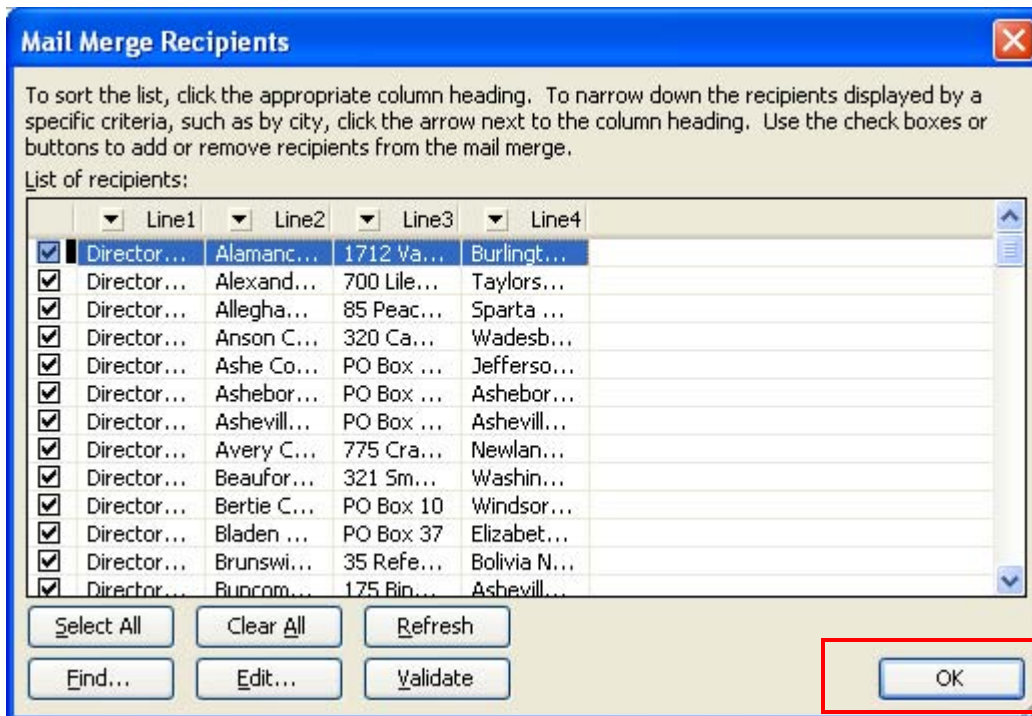
4. Click **“Next: Select recipients”**.

Step 3 of 6

1. Ensure the **radio button** to the left of **“Use an existing list”** is chosen.
2. Click **Browse**.
3. Navigate and select the appropriate file.
4. Click **Open**.



5. When the **Select Table** window appears; ensure there is a check next to “**First row of the data contains column headers**”.

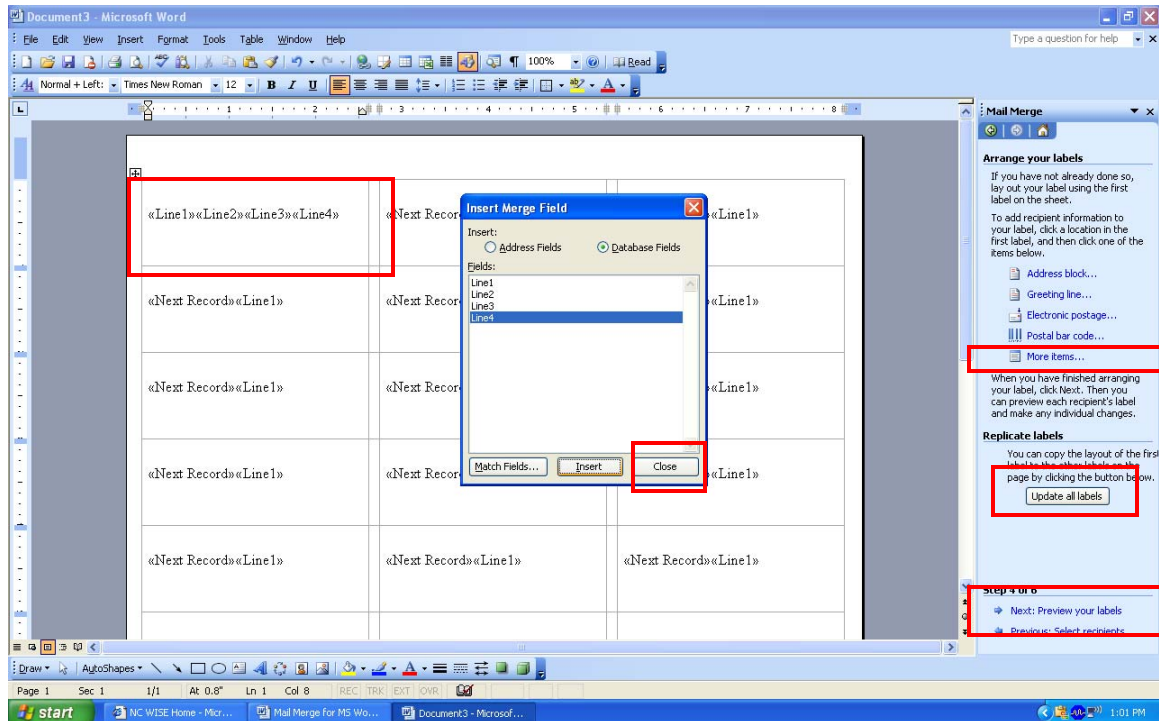


6. Click **OK**.

7. Click “**Next: Arrange your labels**”.

Step 4 of 6

1. Click **More items...** at the top of the task pane.
2. Click **Insert** to insert all the fields that will be included on the label.
(List will be made of the column headers from the CSV file.)

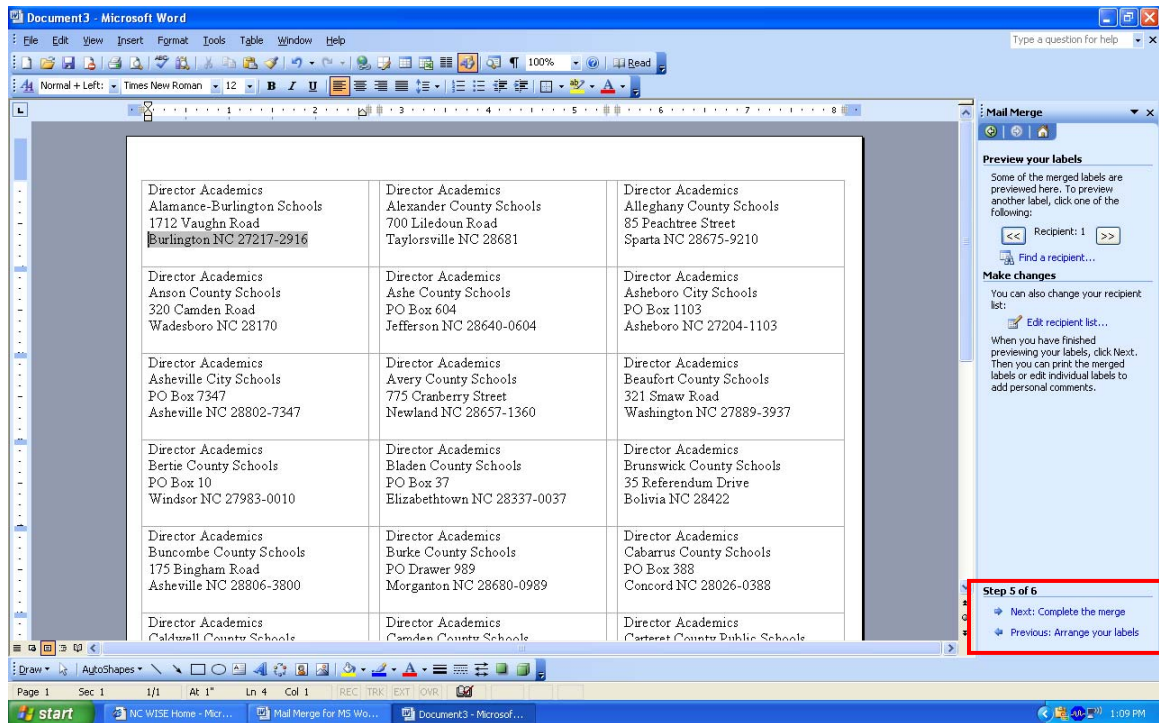


3. Click **Close** after inserting all the necessary fields.
4. After inserting all of the items; they will appear to be side-by-side on the same row. This can be adjusted in the blank label before moving to the next step. Insert your cursor between each line and enter to move the line down.
5. Click the **“Update all labels”** button.

All the labels will have the same layout as the label where the spacing changes were made.

6. Click **“Next: Preview your labels”**.

Step 5 of 6



1. Ensure that the labels are formatted properly.

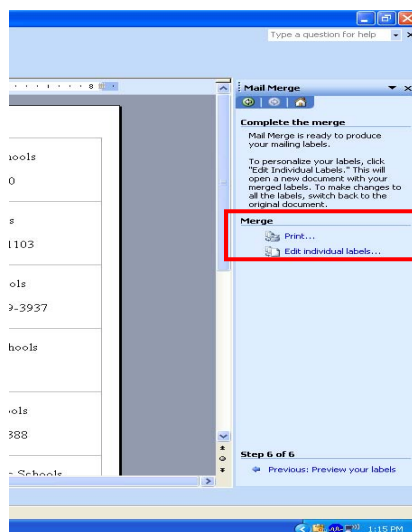
If changes need to be made to the labels:

- Click "**Previous: Arrange your labels**".
- Make the appropriate changes to the labels.
- Click "**Next: Preview your labels**" to verify the changes to the labels. (You will only see the 1st page of the document)

2. Click "**Next: Complete the merge**"

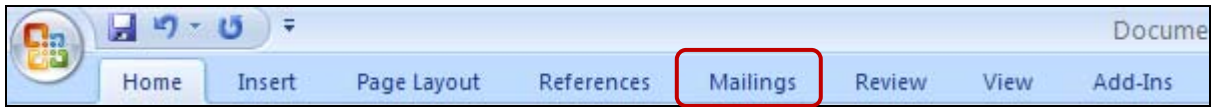
Step 6 of 6

1. Click **Print** to print the labels. (Make sure your label paper is in the printer)

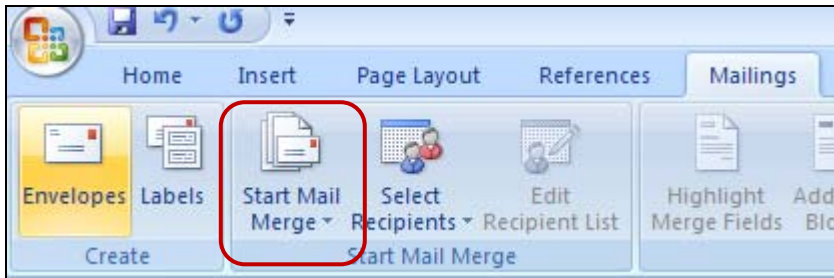


Mailing Labels using MS Office Word 2007

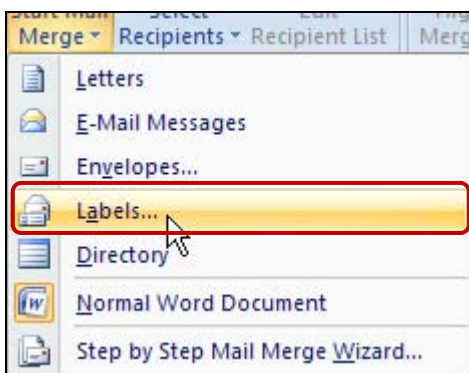
1. Click on **Mailings** tab.



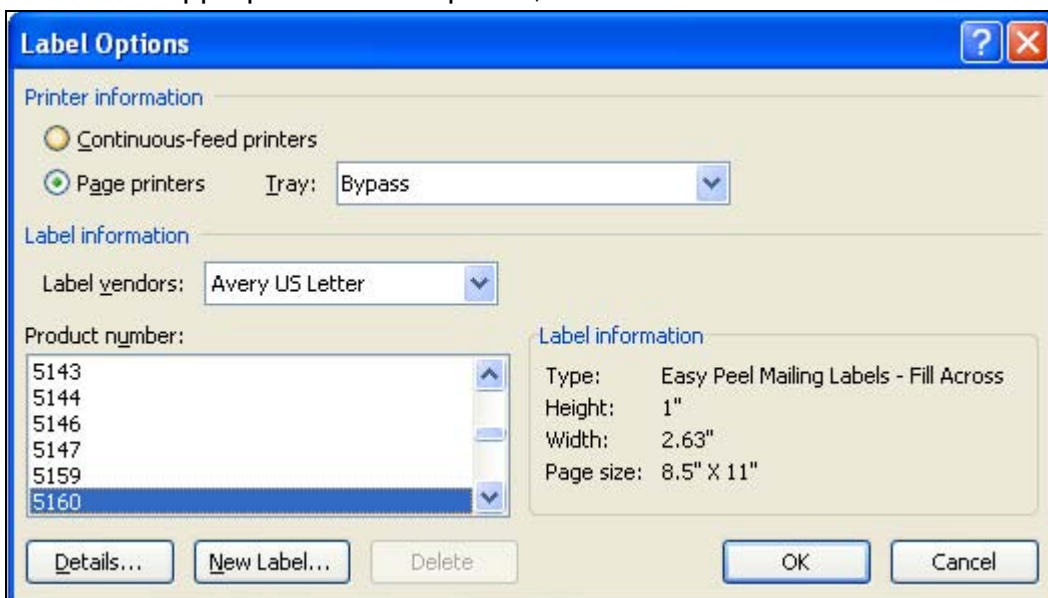
2. Click **Start Mail Merge**.



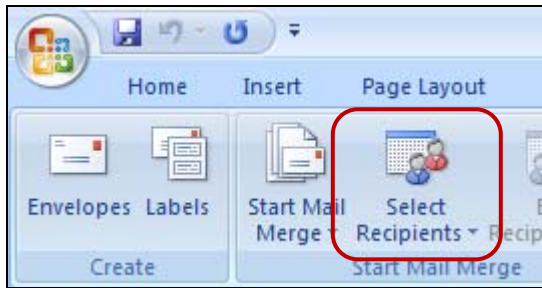
3. Click **Labels...**



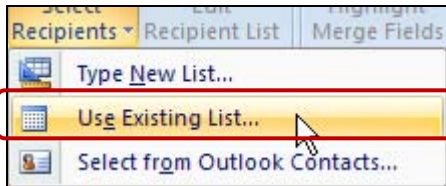
4. Select the appropriate Label Options, and then click **OK**.



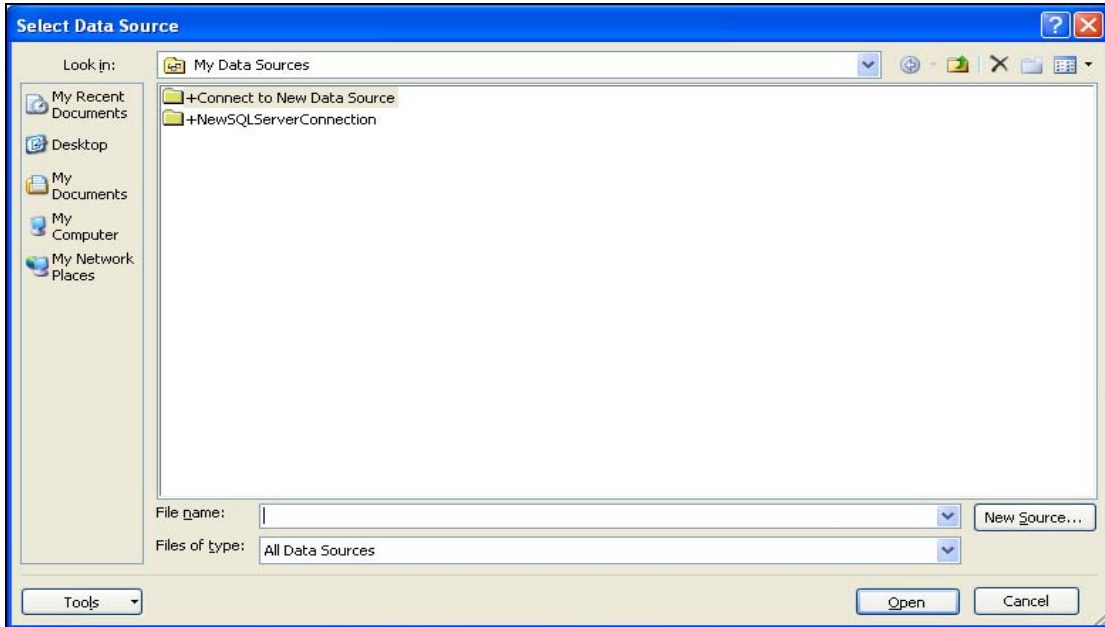
5. Click **Select Recipients**.



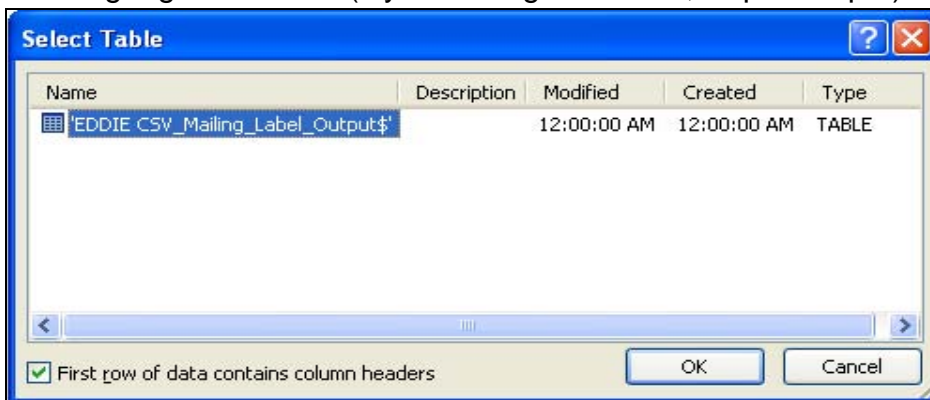
6. Click **Use Existing List**.



7. Locate and open the CVS/Excel document you saved from EDDIE.

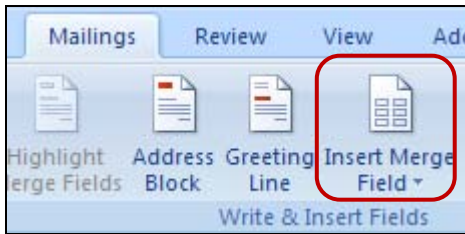


8. You might get this box: (if you don't get this box, skip to step 9)



- Verify "First row of data contains column headers" box is checked.
- Click **OK**.

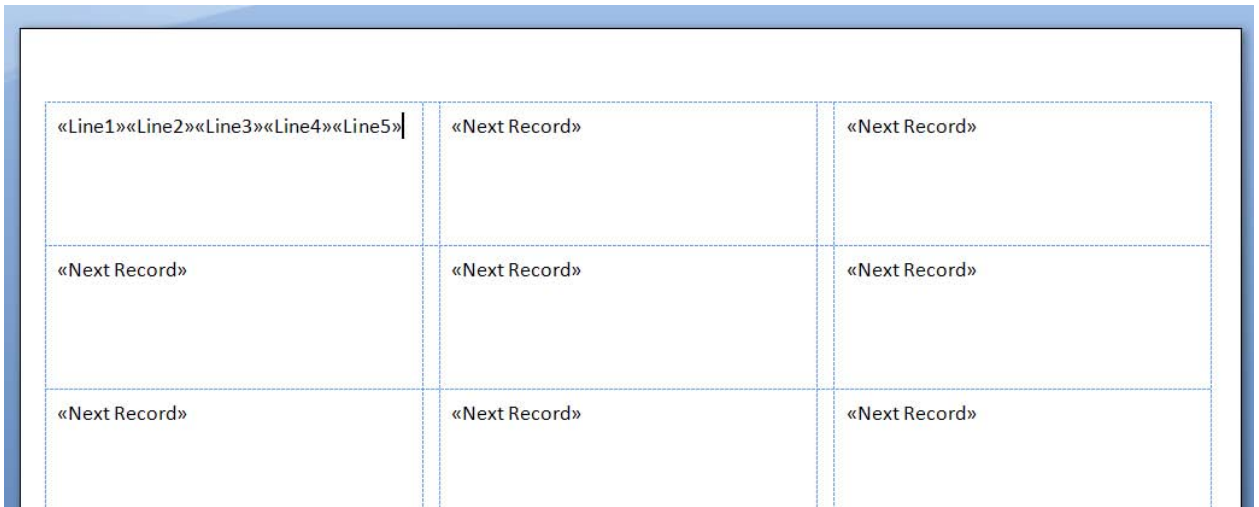
9. Click **Insert Merge Field**.



10. Verify **Line 1** is highlighted and click **Insert**. Repeat process to insert **Lines 2 – 4** (or as many as you need).



Your screen should look similar to this:



Move each line to a separate row:

«Line1»	«Next Record»	«Next Record»
«Line2»	«Next Record»	«Next Record»
«Line3»	«Next Record»	«Next Record»
«Line4»	«Next Record»	«Next Record»
«Line5»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»

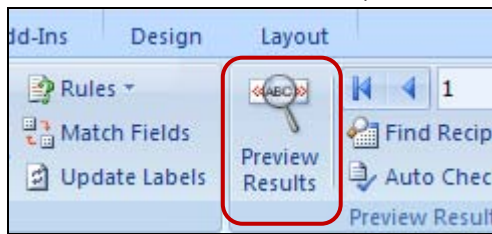
11. Click **Update Labels**.



Your screen should look similar to this:

«Line1»	«Next Record»«Line1»	«Next Record»«Line1»
«Line2»	«Line2»	«Line2»
«Line3»	«Line3»	«Line3»
«Line4»	«Line4»	«Line4»
«Line5»	«Line5»	«Line5»
«Next Record»«Line1»	«Next Record»«Line1»	«Next Record»«Line1»
«Line2»	«Line2»	«Line2»
«Line3»	«Line3»	«Line3»
«Line4»	«Line4»	«Line4»
«Next Record»«Line1»	«Next Record»«Line1»	«Next Record»«Line1»
«Line2»	«Line2»	«Line2»
«Line3»	«Line3»	«Line3»

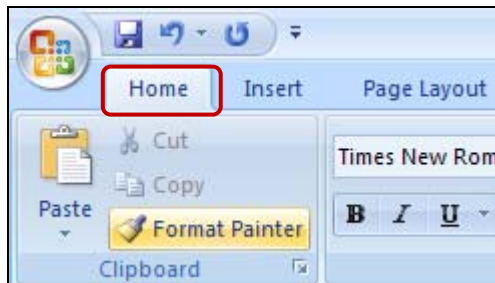
12. Click **Preview Results**. (You will only see the 1st page of the document)



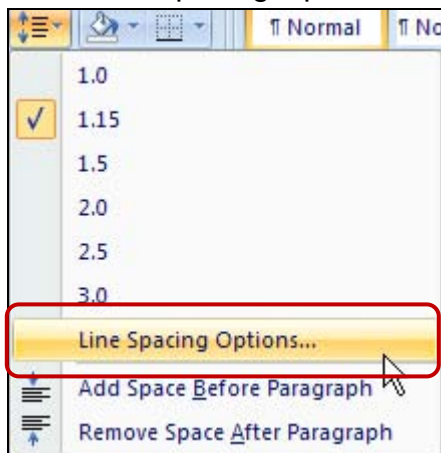
You may not see all lines in each label; the next steps will fix that.

13. Click and drag your cursor to the end of the document to highlight the entire document.

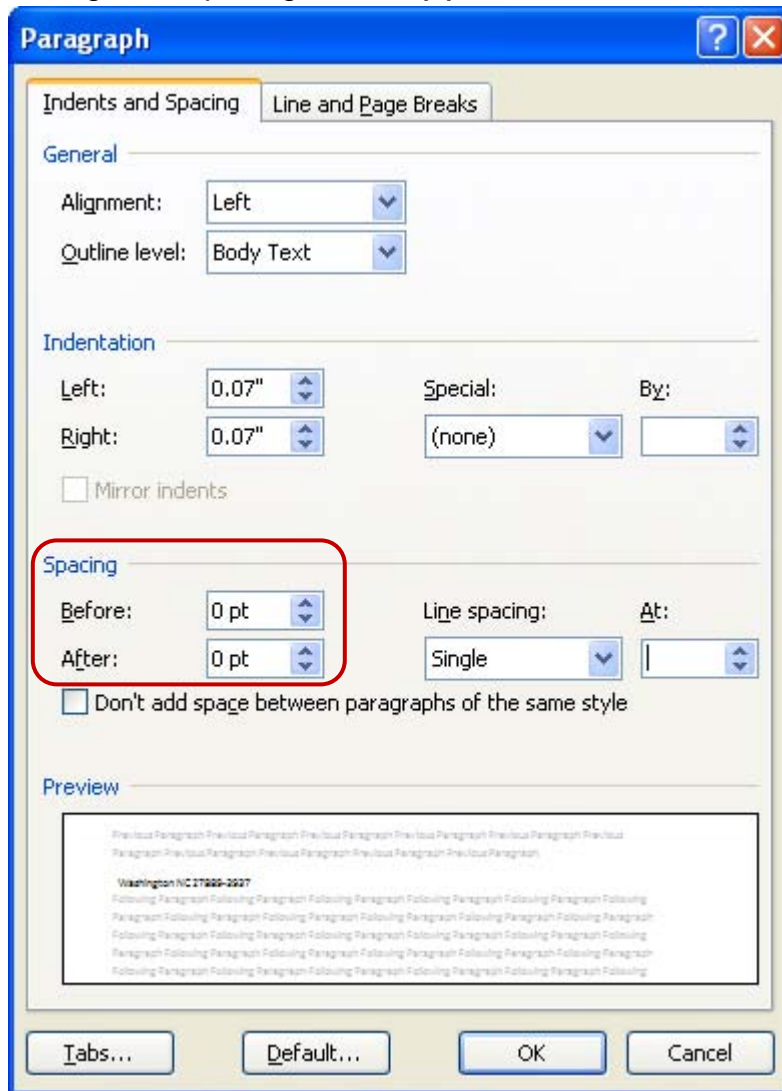
14. Click the **Home** tab.



15. Click Line Spacing Options.

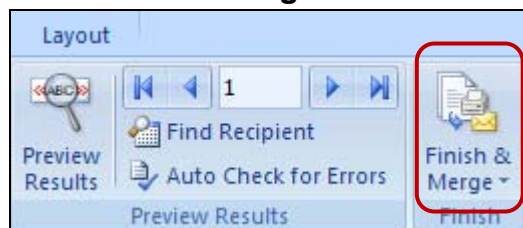


16. Change the Spacing to **zero (0)** and click **OK**.



17. Click the **Mailing** tab at the top of the page. If you want to, click on Preview Results. (You will only see the 1st page of the document)

18. Click **Finish & Merge**.



19. Click **Print document**. (Make sure your label paper is in the printer)

