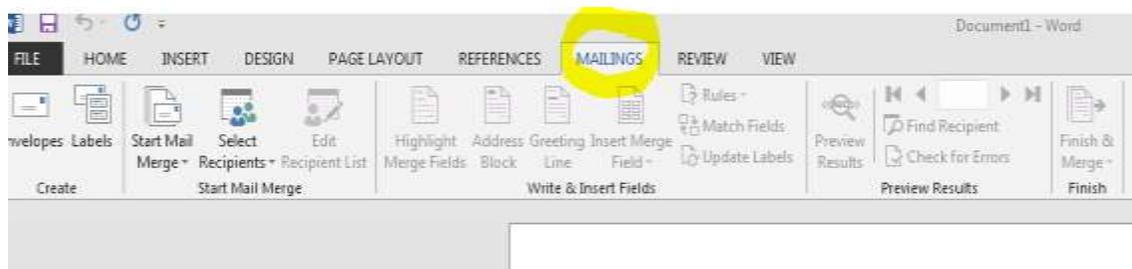


How to Print Labels with Mail Merge in Microsoft Word For Texas A&M Mothers Clubs

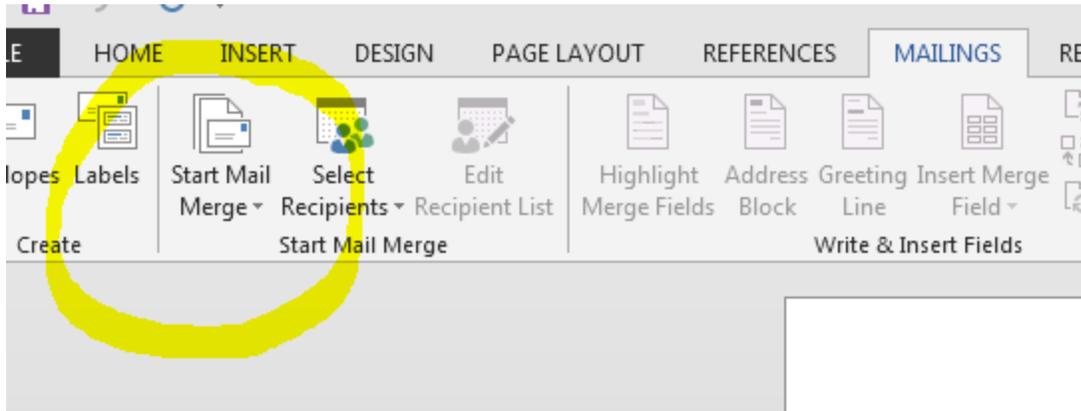
1. Save your Excel file of students to a location where you can find it, for example, in your My Documents folder. Remember where you saved it. In order to print labels, you will need to remove the password from your spreadsheet. Using the password, open your spreadsheet. After it opens, click on File then on Protect Workbook. A box will open with the password shown as asterisks. Delete all of the asterisks then click OK. Close the spreadsheet and Save it when asked.



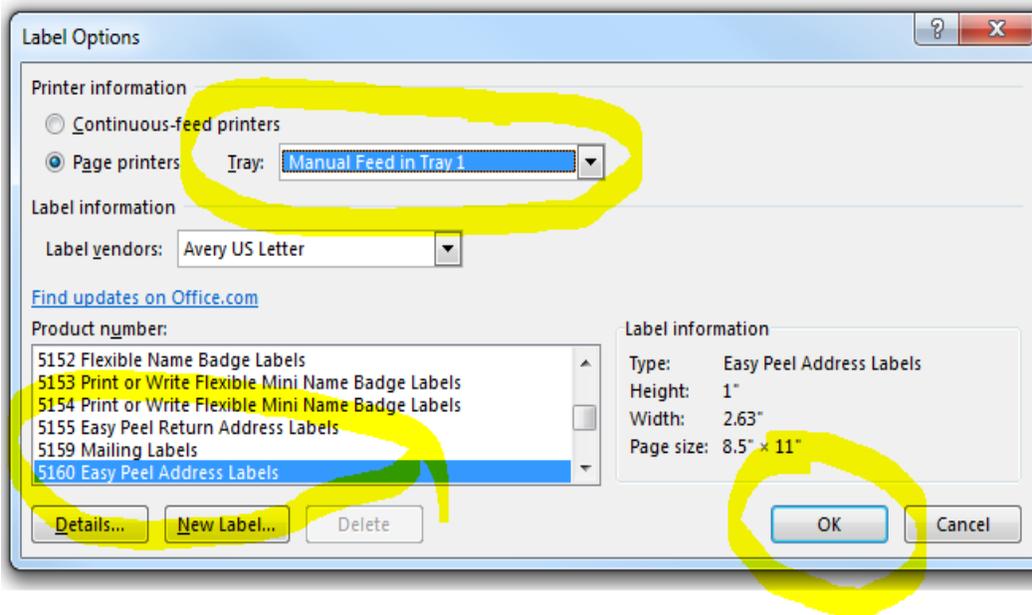
2. Open Microsoft Word to a new blank document.
3. Click on MAILINGS.



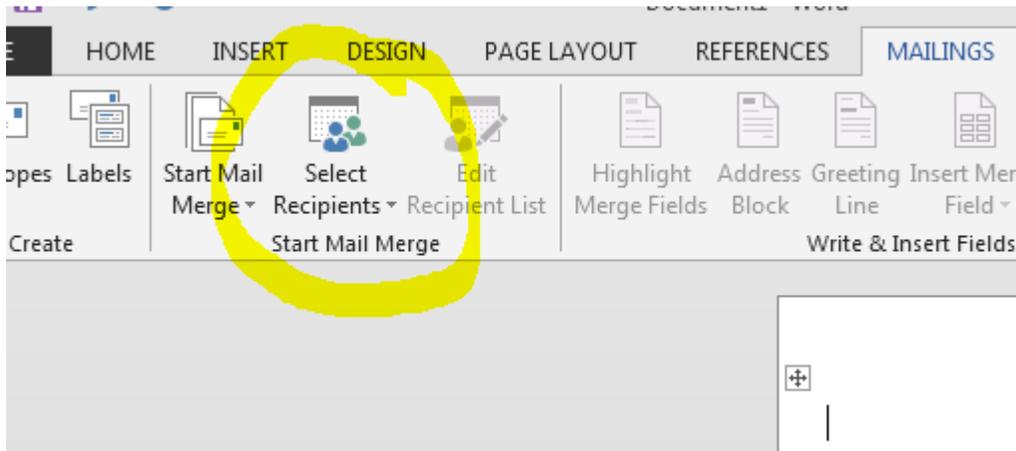
4. Click on arrow on Start Mail Merge. A drop down list will appear.



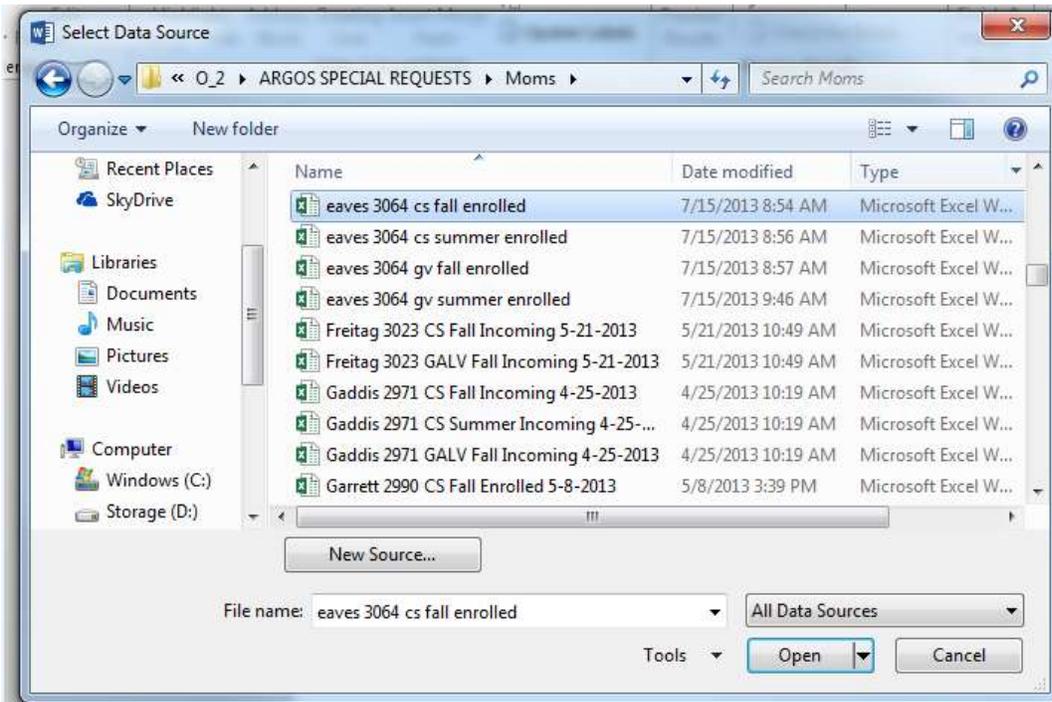
5. Choose Labels. Another box will appear for you to choose the type of labels that you are using. This is also where you can choose which printer tray you want to load the labels into. I prefer to do one page at a time in the Manual Feed tray to prevent jams. After choosing your label type and printer tray, click on OK. ***EIS uses Avery 5160 Easy Peel Address Labels to print Mothers Club labels.



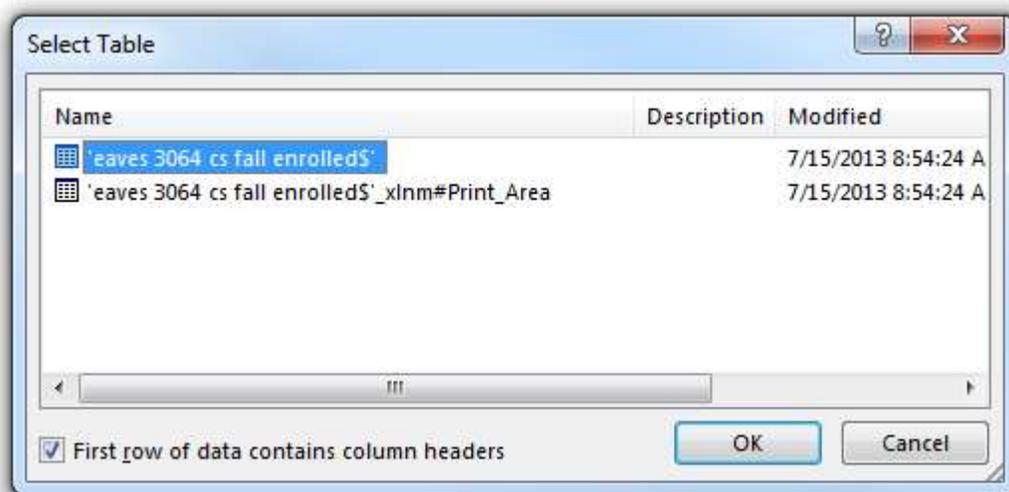
6. Click on the arrow by Select Recipients.



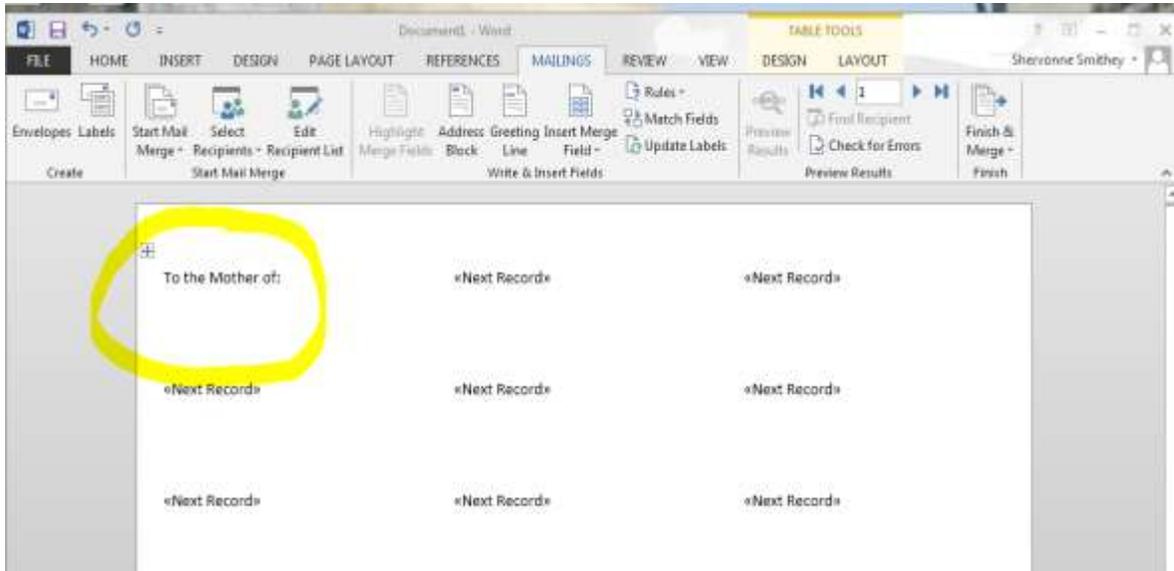
7. Choose Use Existing List. A box will appear. Go to the location where you stored your file. When you find it, double click on the file name.



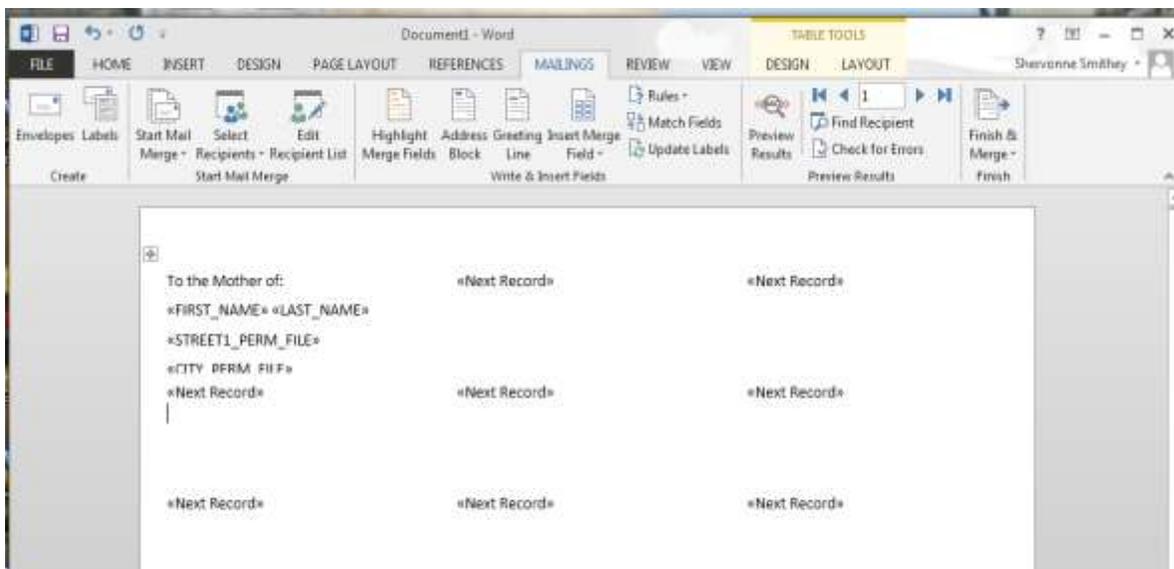
8. After you double click on the file name, a Select Table box will appear. Choose the name of the file that you want to use. If one of the names has extra characters like the example below, choose the simplest of the files, in this example choose the top one. Click OK.



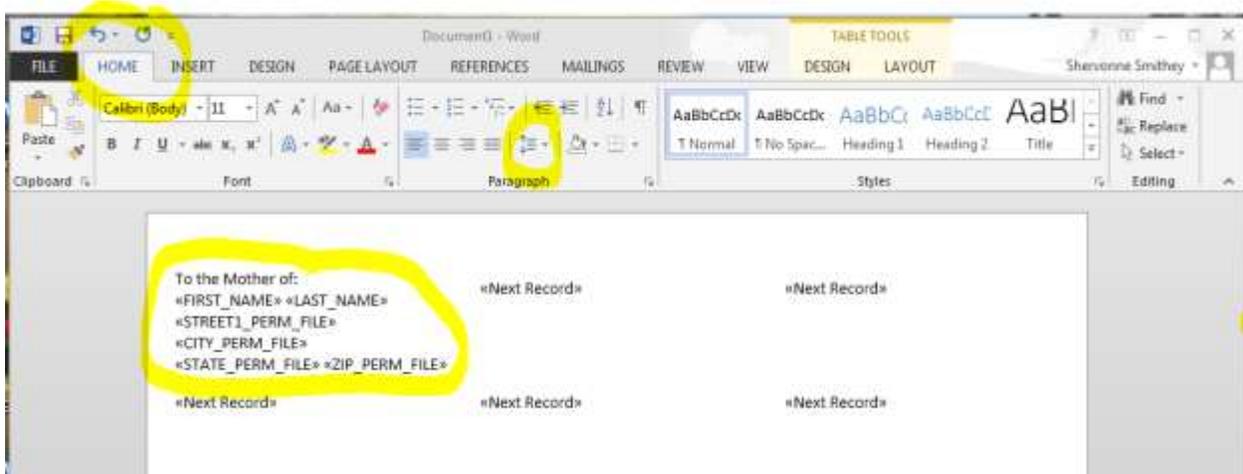
9. <<Next Record>> will appear in each label position on the document except for the first position. Do not remove these because they are telling the printer to put the next label in that location. Now you are ready to tell the program what information you want on the label. If you want the label to say "To the Mother of:", then type that on the first line of the first label.



10. Hit Enter and move to the second line. This is where you want the student's name. Click on Insert Merge Field and choose FIRST NAME. Hit the space bar to add a space after first name. Go back to Insert Merge Field and choose LAST NAME. Hit Enter again to go to the next line. Continue this process until you have the name and address fields filled in on the first label. Don't worry if they do not appear to fit. We will fix that next.



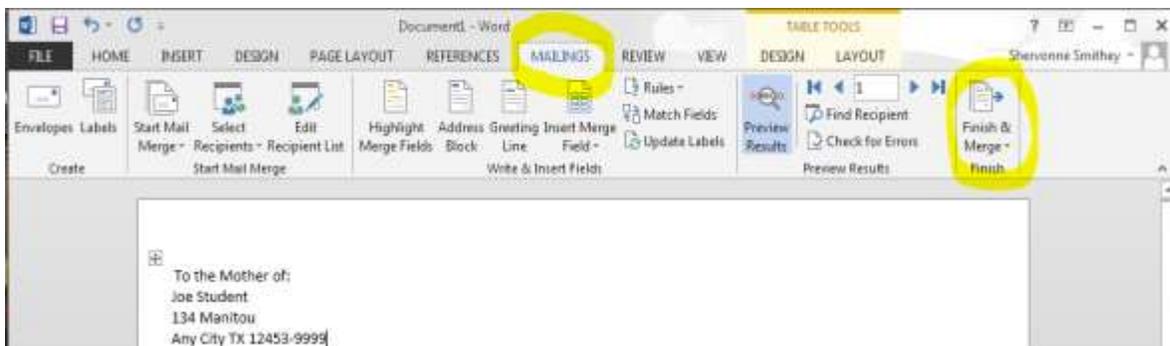
- If the program automatically added extra space between the lines like the example, click on HOME at the top left of the toolbar then highlight all of the print on the first label. In about the middle of the bottom row of the toolbar there is a tiny symbol above the word Paragraph that has an up and down arrow next to some horizontal lines. Click on the arrow next to it and click on Remove Space After Paragraph. If that is not an option, choose Remove Space Before Paragraph. This should cause the name and address to format correctly as in the example below.



- Click on MAILINGS to return to the merge process. Click on Update Labels. All labels should be updated with the merge fields. Click on Preview Results. The names of the students in the file should show up on each label.

*** TIP*** When we print these labels in our office, the print is a little too far to the left and too close to the top. To fix this go to PAGE LAYOUT on the toolbar. Choose Margins at the far left. A box will open with a list of settings. Go to the bottom and choose Custom Margins. Change the setting to Top to 0.6 and the setting for Left to .25.

- Now you are ready to print the labels. Click on the MAILINGS tab again. Go to Finish and Merge on the far right side of the tool bar. Click the option to Print Documents. In the next box, click All and OK. The print dialogue box will open. Make sure the printer settings for your printer is ok and put a sheet of labels in the manual feed tray (if you selected Manual Feed in Step 5. Click ok and continue to feed sheets of labels into the printer as needed.

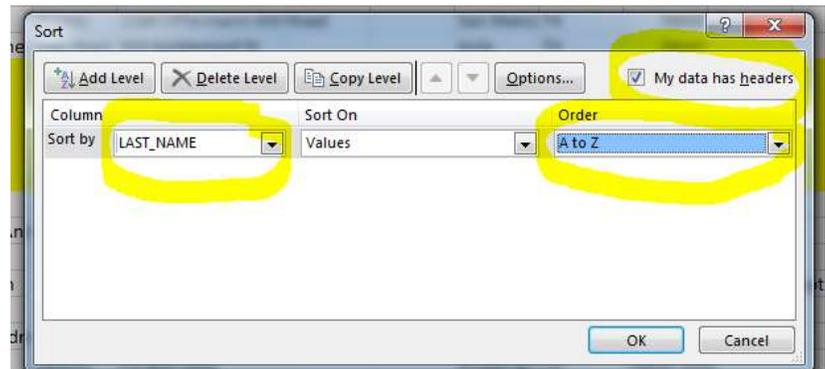
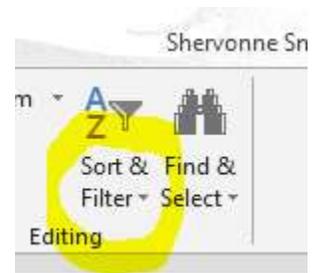


TIPS

- ❖ To print labels from another list, just click on Select Recipients again and change to the next file. Then click update labels and follow Step 13 to print those labels.
- ❖ To make the process easier for next time, save the document somewhere where you can find it. If you move or delete the spreadsheet, the merge document will not open right the next time, but you can just choose another list and continue through the process. If you save it you will only have to follow the steps in this tip after saving your future files without passwords. This will make it easier and much faster to print labels in the future.
- ❖ You can sort your list by whatever field you want. If you want it in alphabetical order or by classification so you can see all of the freshmen or seniors, etc. **If you sort it is VERY important to highlight the WHOLE file before you sort.** If you do not highlight the whole file the data will get mixed up and you will have the wrong information with the wrong names. It is a good idea to save an extra copy of the original file just in case you accidentally make a mistake.

To sort:

- Highlight the whole file. (The easiest way is to click the little grey triangle at the top left corner by the number 1 and the A.
- If you are on the HOME tab, the Sort & Filter button is on the far right end of the tool bar.
- Click on the little arrow next to Sort & Filter. Choose Custom Sort.
- A box will open. Click next to My data has headers.
- Click on the arrow in the Sort by box and choose the field that you want to sort by.
- Click on the Arrow in the Order box and choose A to Z for alphabetical order.
- Click OK. The whole file will sort by what you selected.



- ❖ To make all the columns wider so you can see everything in them, click on the arrow at the top left near the 1 and A to highlight the whole file. Then place your cursor on the little line between the A and the B or any other line across that bar. Double click the line. The whole file will spread out.
- ❖ If you see ##### in a column with numbers or something like 34739b+, this means there are more numbers than there is room for. You can do the step above or just double click on the line at the top of that column and it will widen to show all of the numbers.
- ❖ If you have other questions, you have two resources. You can call that incredible kid of yours who is a Fightin' Texas Aggie and probably a whiz with Excel, or give Karen Sparks or Shervonne Smithey at call at 979-845-5829 or 979-845-6458.