

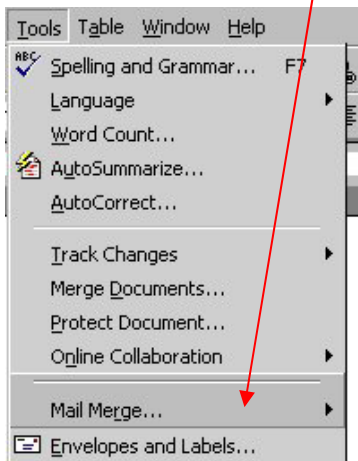
# Save Time: Use Mail Merge

At the beginning of a new school year, how many times do you find yourself labeling your students' crayon boxes, folders, notebooks, etc.? Save yourself time and effort by creating labels using Mail Merge or the label tool that are in MS Word. You can even create bulletin boards. This tutorial will give you the directions for doing all of these things. If you have trouble with a step, send me an e-mail or give me a quick call, and I will help you out. Give it a try and save some time.

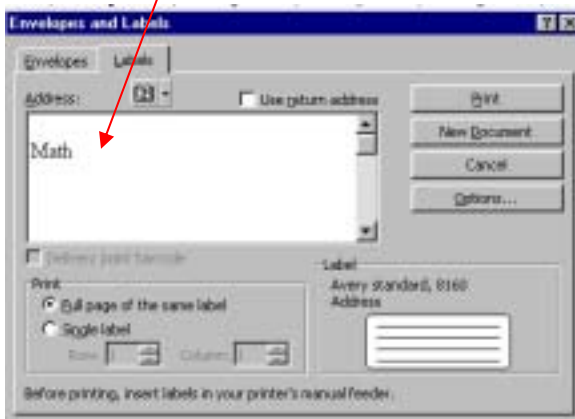
If you want all of your labels to say the same thing, I recommend that you just use the label tool. An example would be to print out a sheet of labels that all say "Math." If you want to include the students' name and class information, you need to use Mail Merge.

## Using the Label Tool

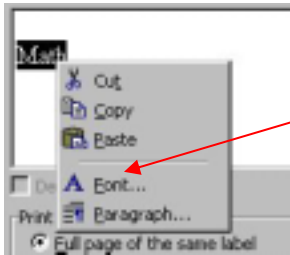
Go to the main menu bar and click on **Tools**. A drop down box will appear. Click on **Envelopes and Labels**.



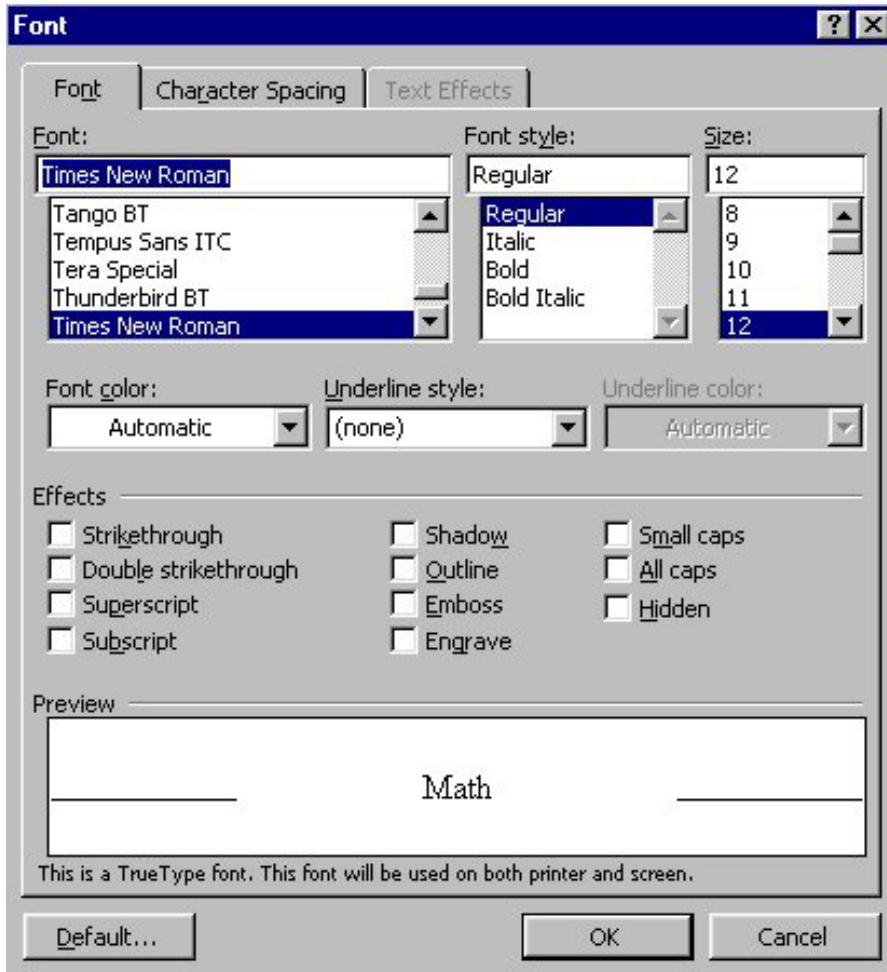
A dialogue box will appear. Type in the information that you want on the label in the white space.



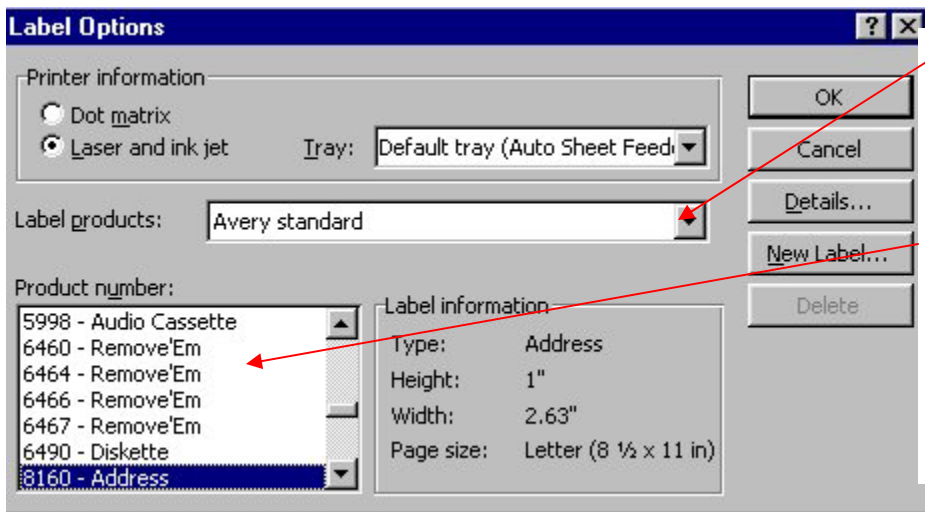
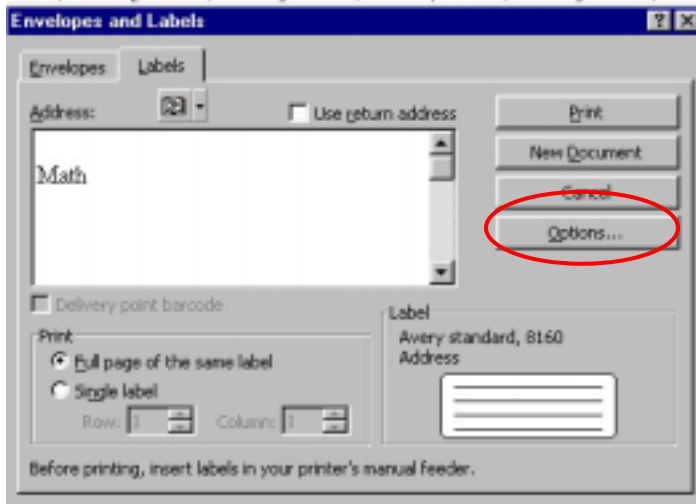
To change the formatting on the type, highlight the word or words; put the cursor over the word; and right-click. You will see a drop down box. Click on **Font**.



The Font dialogue box will appear. You can change the Font, Font style, and size. When you are finished, click on **OK**.



You will be taken back to the Envelope and Label main screen. Click on **Options** to put in the label brand and size (This is done by putting in the label number.). You can find this information on the label package.

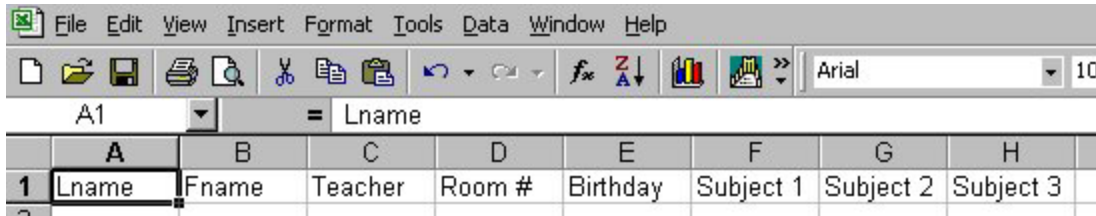


The main screen will appear. Make sure that you have a sheet of labels in your printer positioned the correct way. It is not the same for all printers. Click on **Print**.



## Using Mail Merge

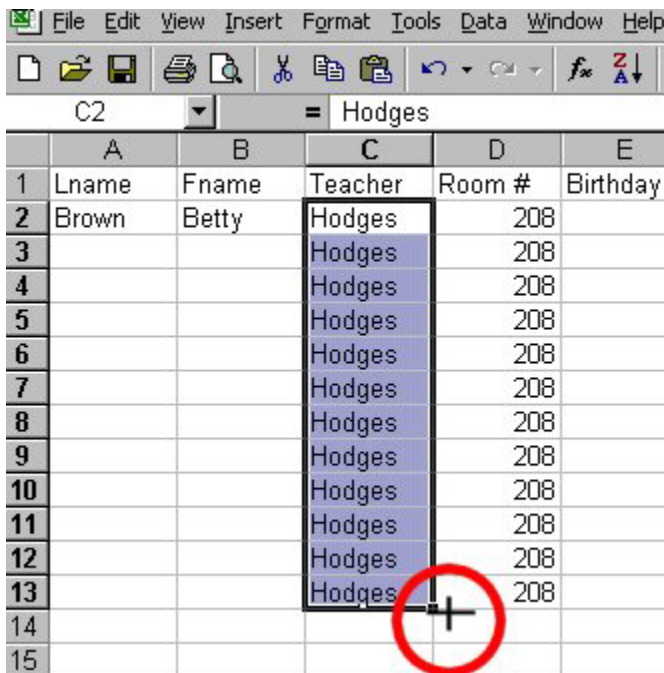
In order to use Mail Merge, you need to create a data source. The easiest way to do this is in MS Excel. Open MS Excel. You will need to begin by creating column headings in the first row. Each column will contain information that you might want to include on a label.



The screenshot shows the MS Excel interface with a data source table. The formula bar shows the active cell A1 containing the text "Lname". The table has the following structure:

	A	B	C	D	E	F	G	H
1	Lname	Fname	Teacher	Room #	Birthday	Subject 1	Subject 2	Subject 3

I make my data source include as much information as possible because you can pick and choose what you want on your labels. By adding lots of information to your data source, you can use the same source for lots of different types of labels. You can make this part easier by using the fill property in MS Excel. If you have a heading labeled "Teacher," click on the first cell under the heading and type in your name. Look at the lower right corner, and you will see a small square. Put your cursor on this small square. It will turn into a very small plus sign. When this happens, click and drag straight down, and you will fill the column with your name. You can do this for any field that contains the same information.



The screenshot shows the MS Excel interface with the data source table. The formula bar shows the active cell C2 containing the text "Hodges". The table has the following structure:

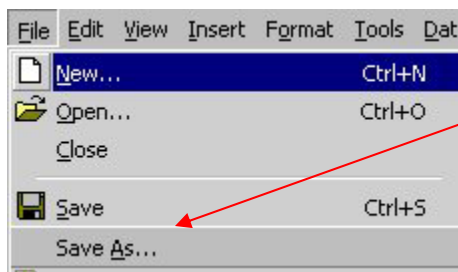
	A	B	C	D	E
1	Lname	Fname	Teacher	Room #	Birthday
2	Brown	Betty	Hodges	208	
3			Hodges	208	
4			Hodges	208	
5			Hodges	208	
6			Hodges	208	
7			Hodges	208	
8			Hodges	208	
9			Hodges	208	
10			Hodges	208	
11			Hodges	208	
12			Hodges	208	
13			Hodges	208	
14					
15					

A red circle highlights the small plus sign (fill handle) in the bottom-right corner of the selected range (C2:C13).

You can have as many subjects as you want. Just be sure to label each subject heading with the word *Subject* and a number to distinguish it from the other headings.

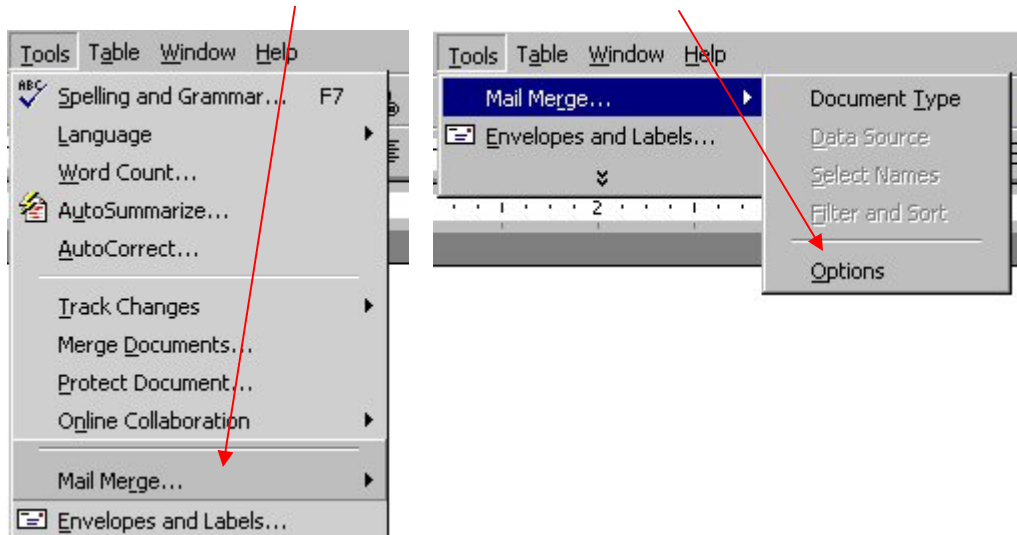
	A	B	C	D	E	F	G	H
1	Lname	Fname	Teacher	Room #	Birthday	Subject 1	Subject 2	Subject 3
2	Brown	Betty	Hodges	208	02/08/1995	Math	Reading	Spelling
3			Hodges	208				
4			Hodges	208				

When you are done, go to **File** on the main menu bar and click on **Save As**.

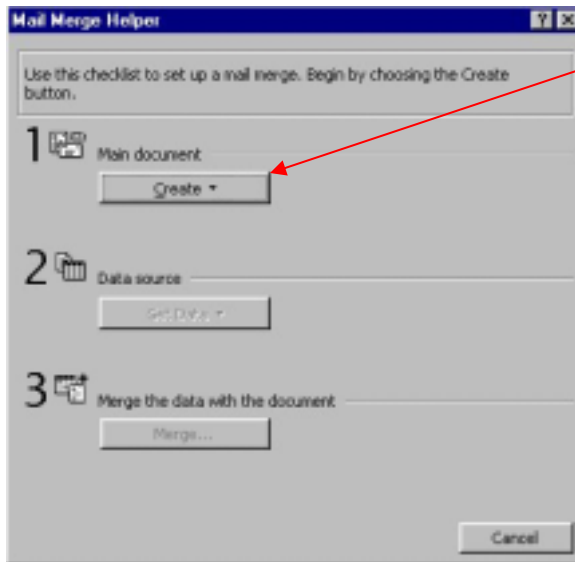


Name the file something that you will remember and save it to **My Documents** or to your **Desktop**. Close MS Excel. You are now ready to do Mail Merge.

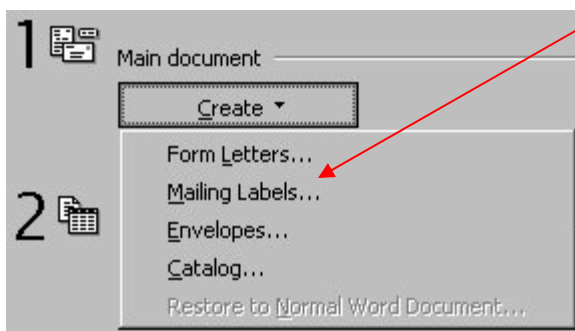
Open MS Word. Go to the main menu bar and click on **Tools**. When the drop down box appears, click on **Mail Merge**. Then, click on **Options**.



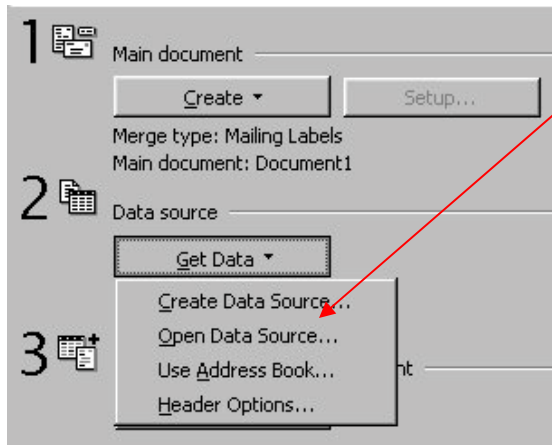
The Mail Merge Wizard will appear. Go to step 1 and click on **Create**.



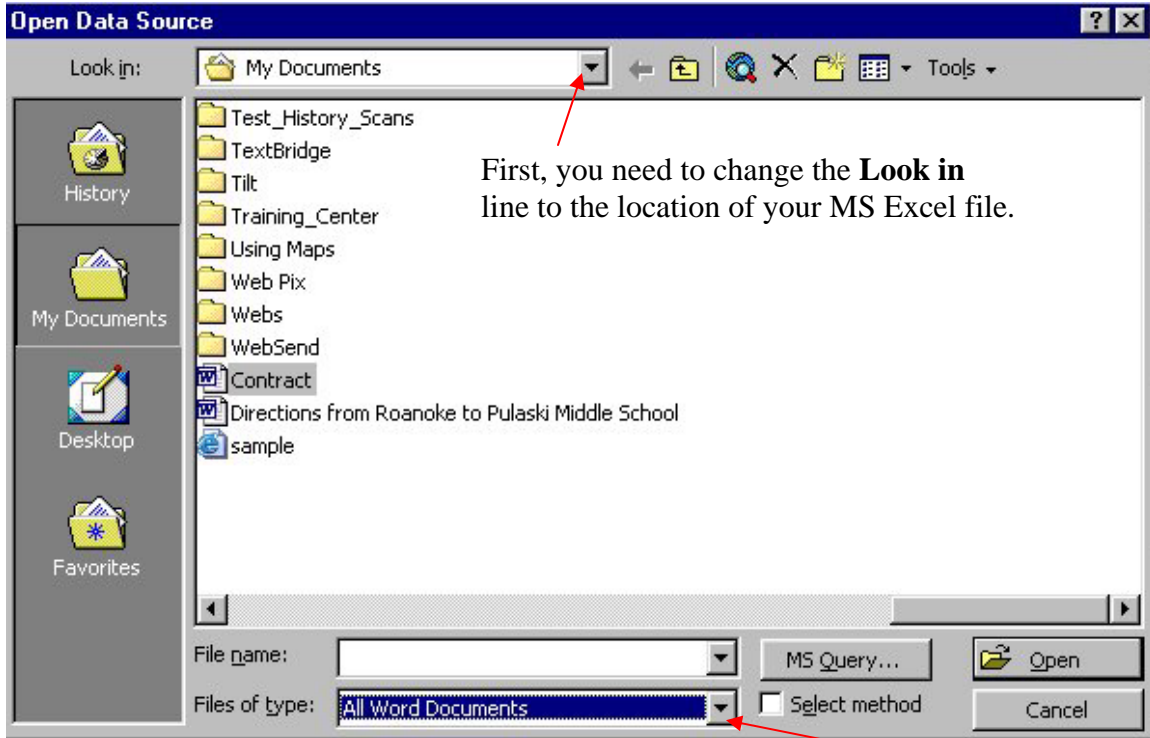
A drop down box will appear. Click on **Mailing Labels**.



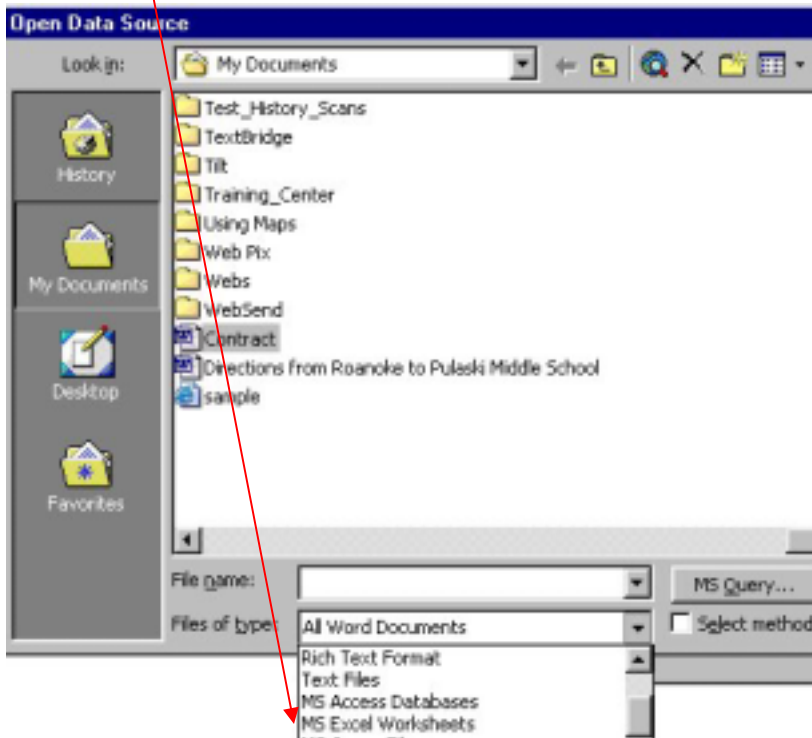
Go to step 2 and click on **Get Data**. Click on **Open Data Source** in the drop down box.



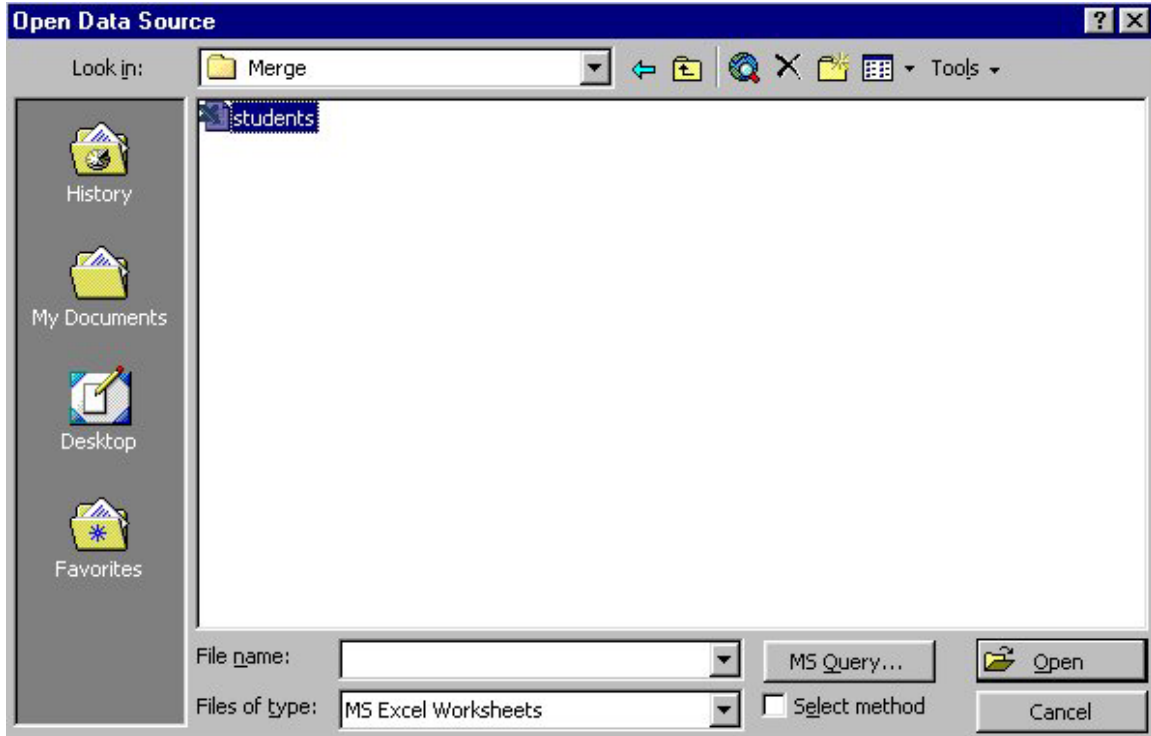
The Open Data Source dialogue box will appear.



The next step is the most **important** in Mail Merge. You must change the **Files of type** line to MS Excel.



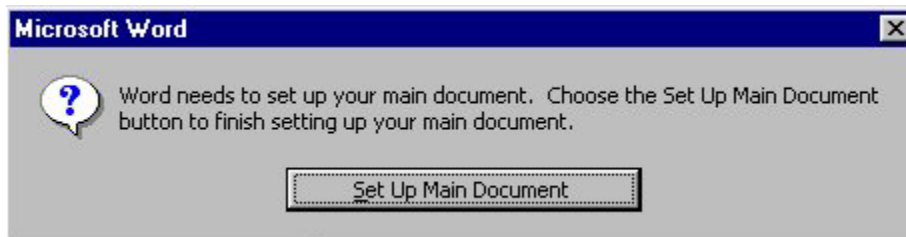
You should now be able to see your file in the window. Double-click the file.



When the Microsoft Excel box appears, click on **OK**. You are now ready to set up your main document.

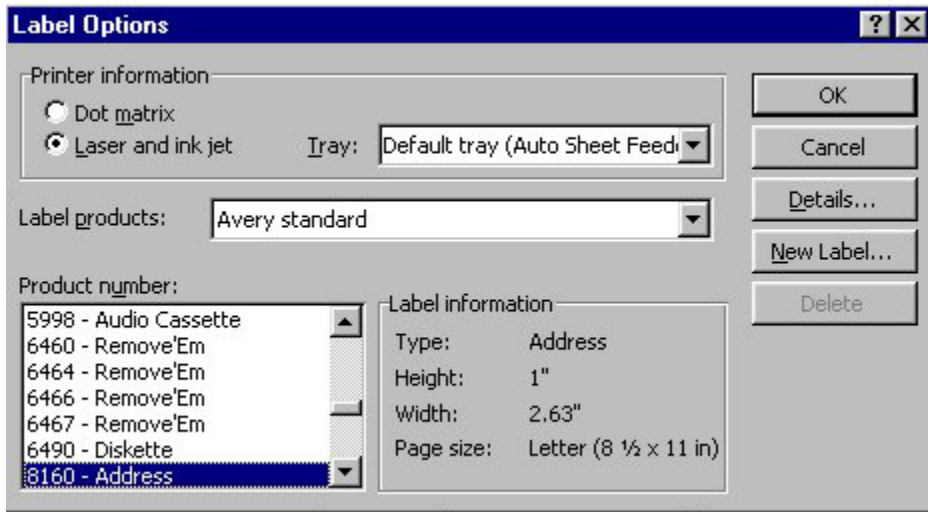


When this box appears, click on **Set Up Main Document**.





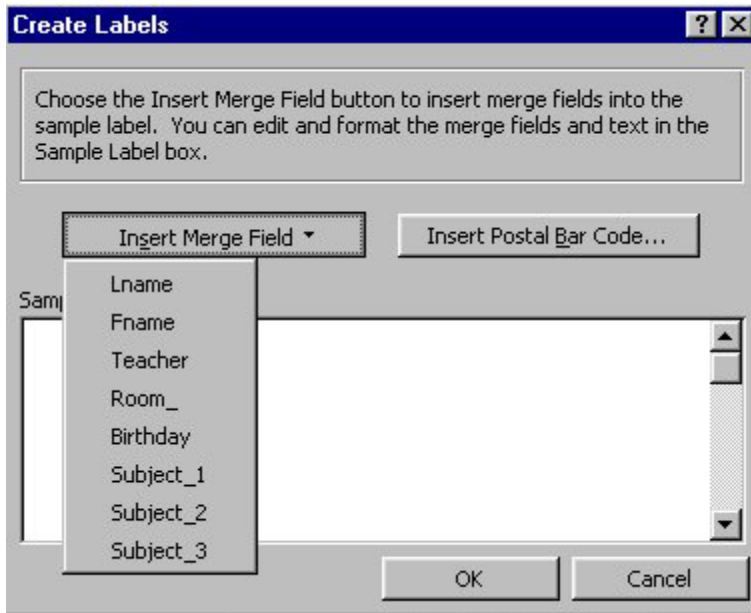
When the Label Options box appears, click on your label brand and number. Click on **OK**.



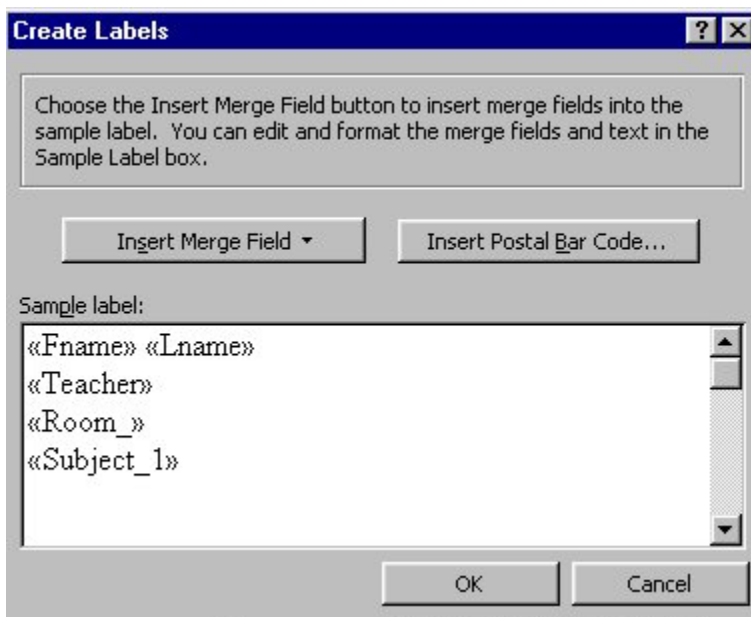
The Create Labels box will appear. To see the headings that you used in your data source, click on **Insert Merge Field**.



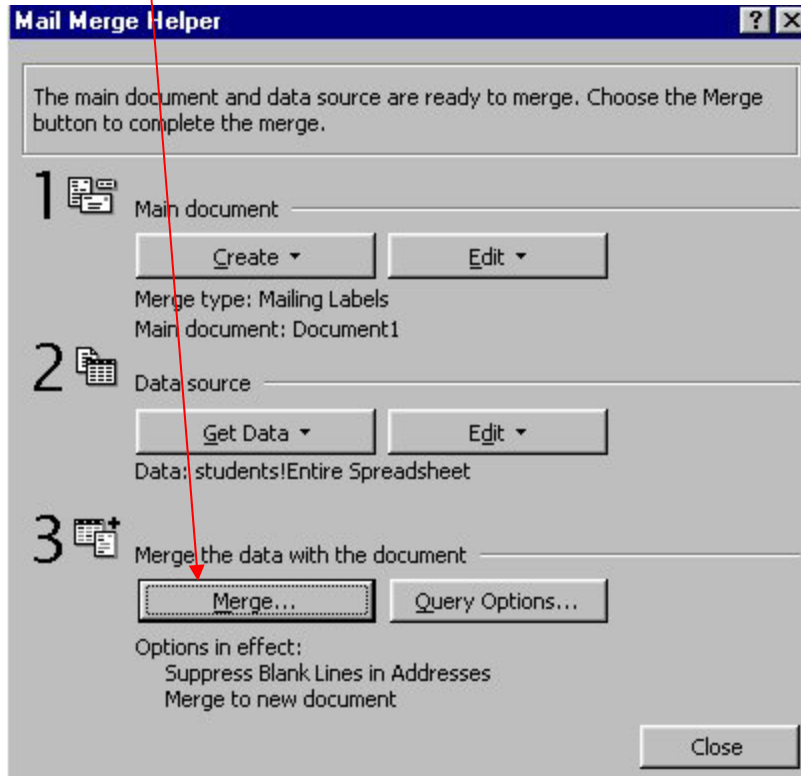
A drop down box will appear. Click on the information that you want on your labels.



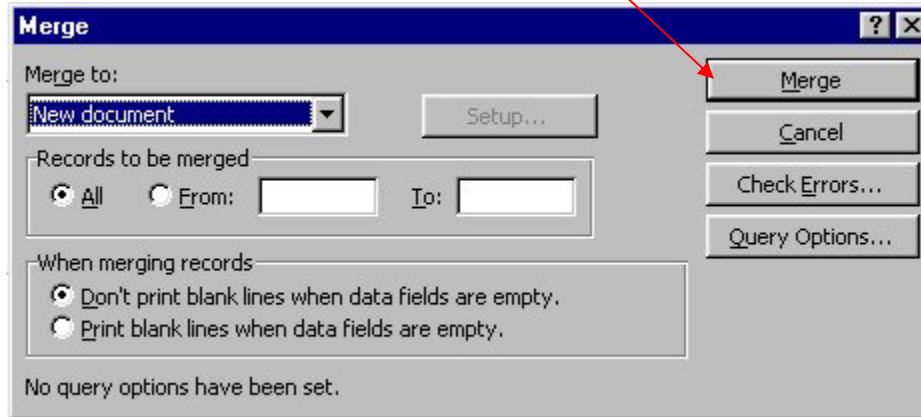
To label notebooks or folders, you will want to do a Mail Merge for each subject. An example would be to label your math folders. When you are finished, you are ready for step 3. Click on **OK**.



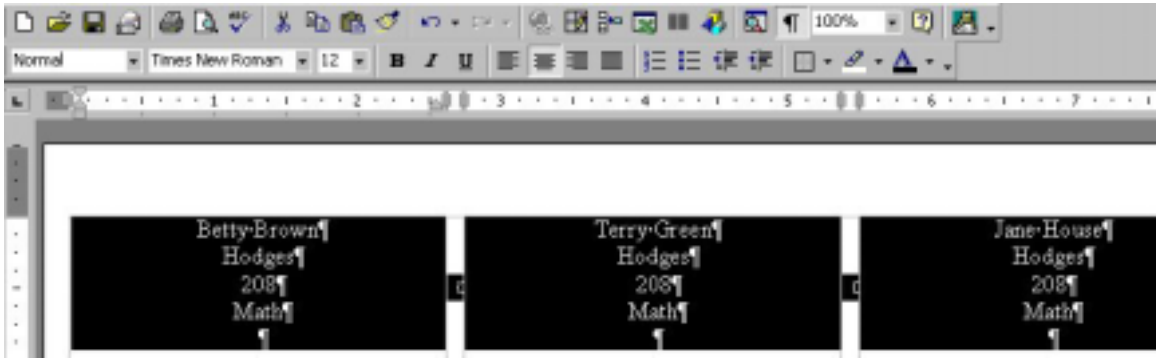
Click on **Merge** in step 3.




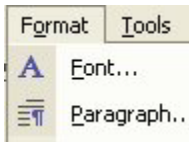
When the Merge box appears, click on **Merge**.



Your labels will appear. You can center the information and format the font by highlighting all of the labels.



Click on the center icon  to center the information on the label. If you want to change the font information, click on **Format** on the main menu bar and click on **Font**.



When you are done, print your labels.

# Acknowledgements

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