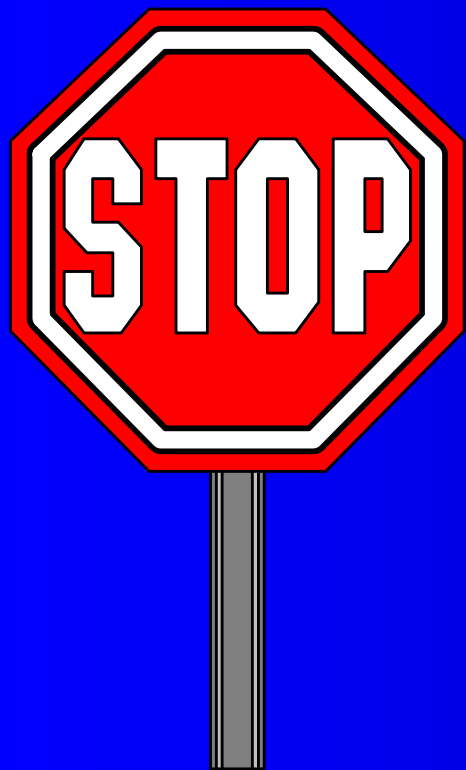


INTRODUCTION to AUXDATA

#7

How to Print Mailing Labels

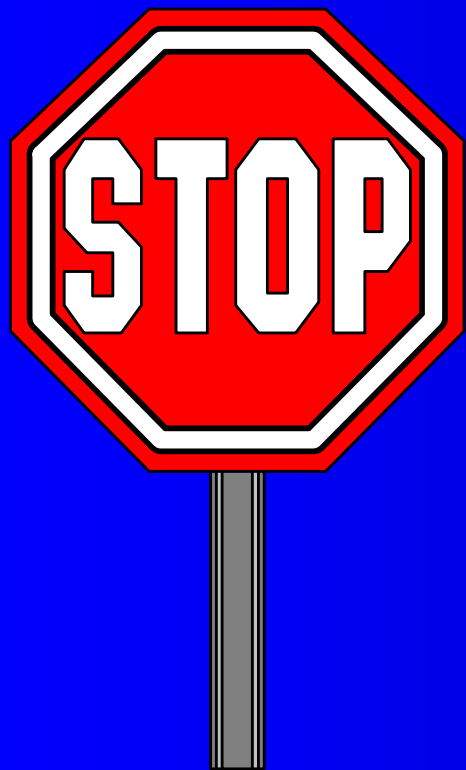


If you have not completed all steps in presentation **INTRODUCTION to AUXDATA #1 How to Load Citrix and INTRODUCTION to AUXDATA #2 How to Update your Personal**

Information, go back and complete the actions in those two presentations.

<http://www.auxservices.org/support/B&B.htm>

Otherwise, continue with this presentation



Printing Flotilla or Division Mailing Labels requires several steps.

First you must generate a Member Roster report and then save it as a Delimited File.

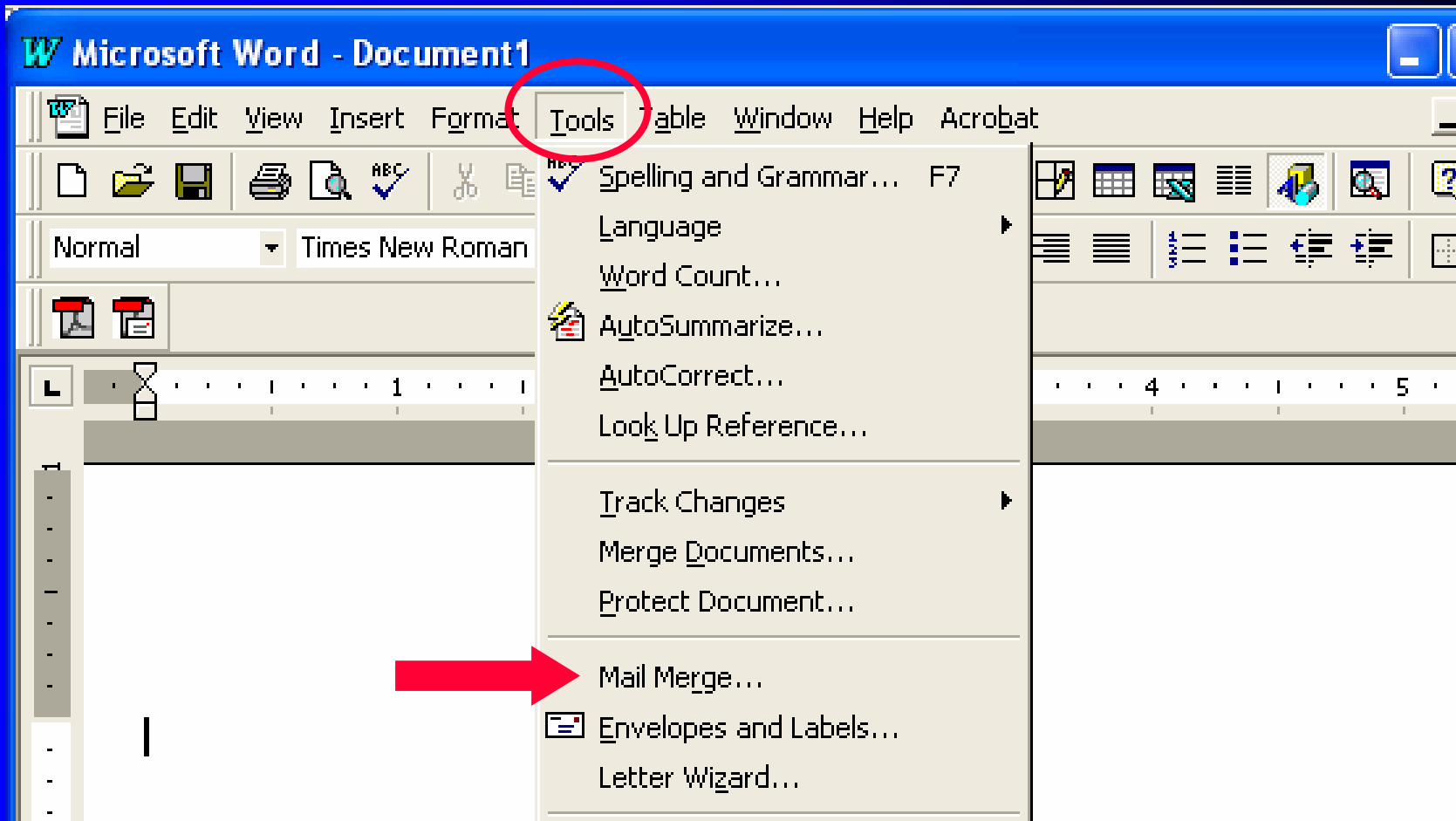
Next, the file is opened with Excel and saved as an Excel spread sheet.

These steps are covered in “# 6 How To Save a Report for use with Excel.” Go back and complete those steps before continuing with this presentation

The last step in printing Flotilla or Division Mailing Labels requires opening Word and use Mail Merge to produce the Mailing Labels.

The following slides take you through this process.

For the following steps, MS Office 97 was used and may be different for other versions.



Open a new Word document and click on “Tools”, then click on “Mail Merge.”

Click on “Create” then click on “Mailing Labels.”

The image shows two overlapping windows from Microsoft Office. The top window is titled "Mail Merge Helper" and contains a checklist. Step 1, "Main document", has a "Create" button highlighted with a red dashed box. A red arrow points from the text "Click on 'Create'" to this button. The "Create" button is open, showing a menu with "Form Letters...", "Mailing Labels...", and "Envelopes...". A red arrow points from the text "then click on 'Mailing Labels.'" to the "Mailing Labels..." option. Step 2, "Data", is partially visible. The bottom window is titled "Microsoft Word" and contains a message: "To create the mailing labels, you can use the active document window Document1 or a new document window." Below the message are two buttons: "Active Window" and "New Main Document". A red arrow points from the text "Then click on 'Active Window.'" to the "Active Window" button.

Mail Merge Helper

Use this checklist to set up a mail merge. Begin by choosing the Create button.

1 Main document

Create ▾

- Form Letters...
- Mailing Labels...
- Envelopes...

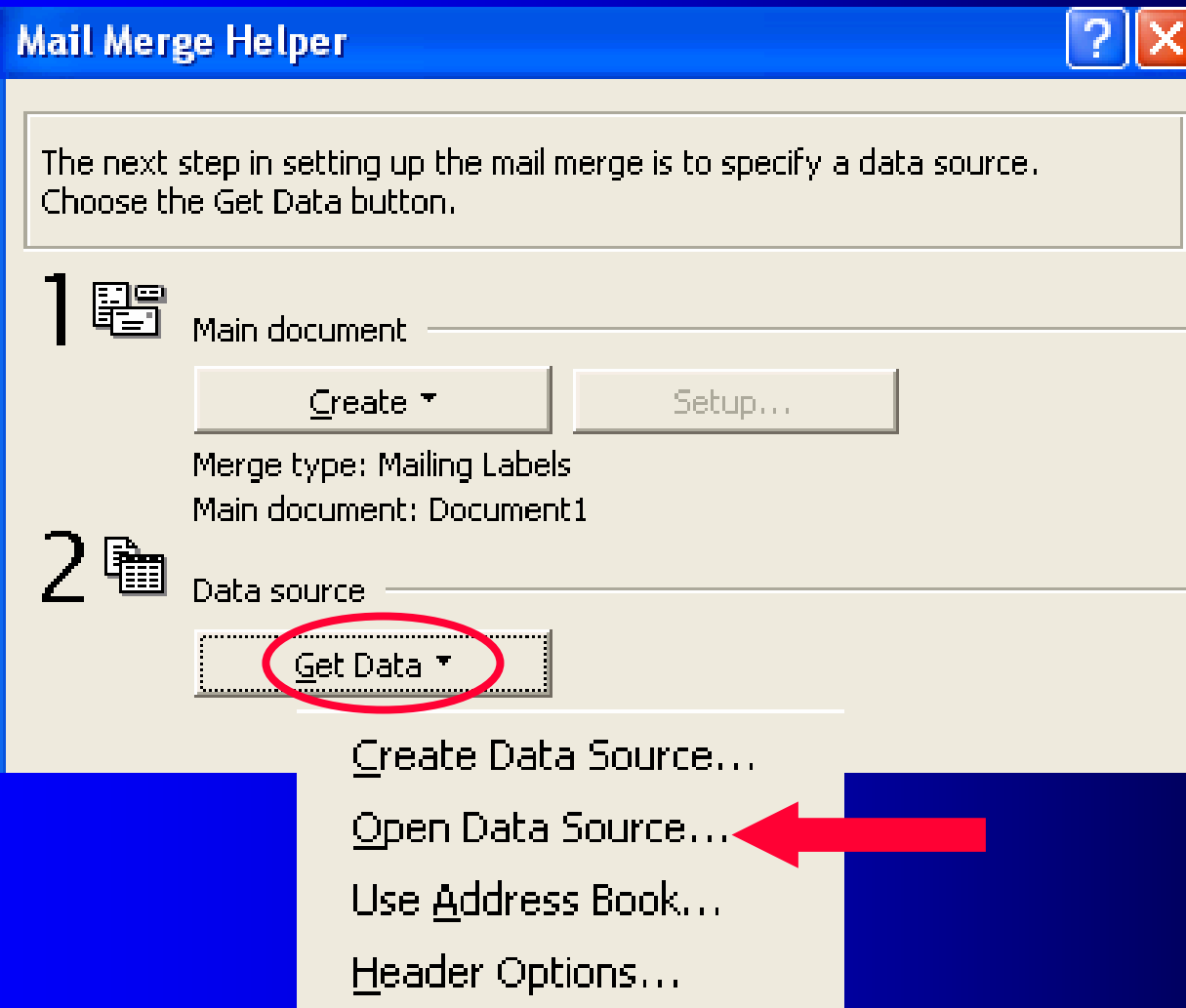
2 Data

Then click on "Active Window."

Microsoft Word

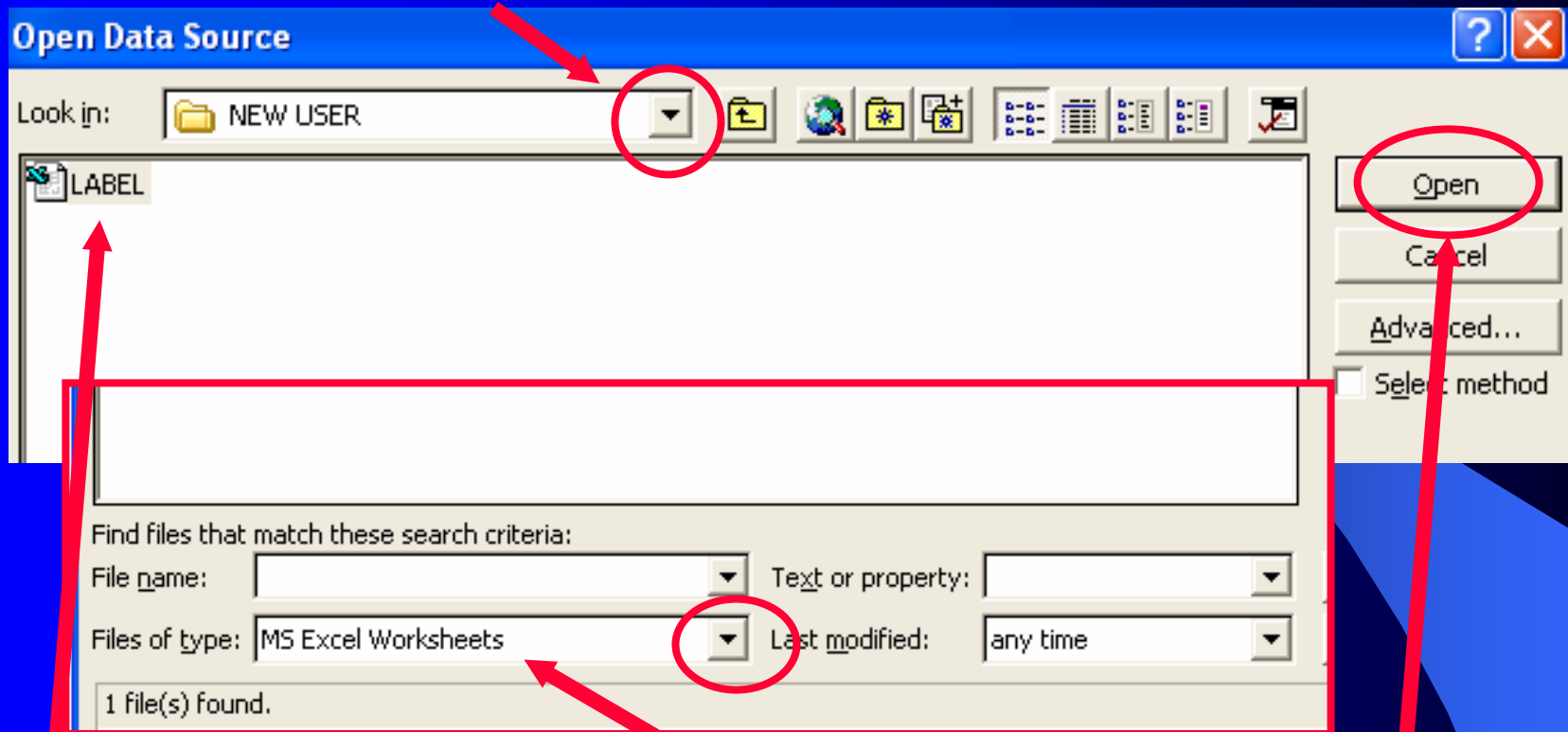
To create the mailing labels, you can use the active document window Document1 or a new document window.

Active Window New Main Document



Click “Get Data” then click “Open Data Source.”

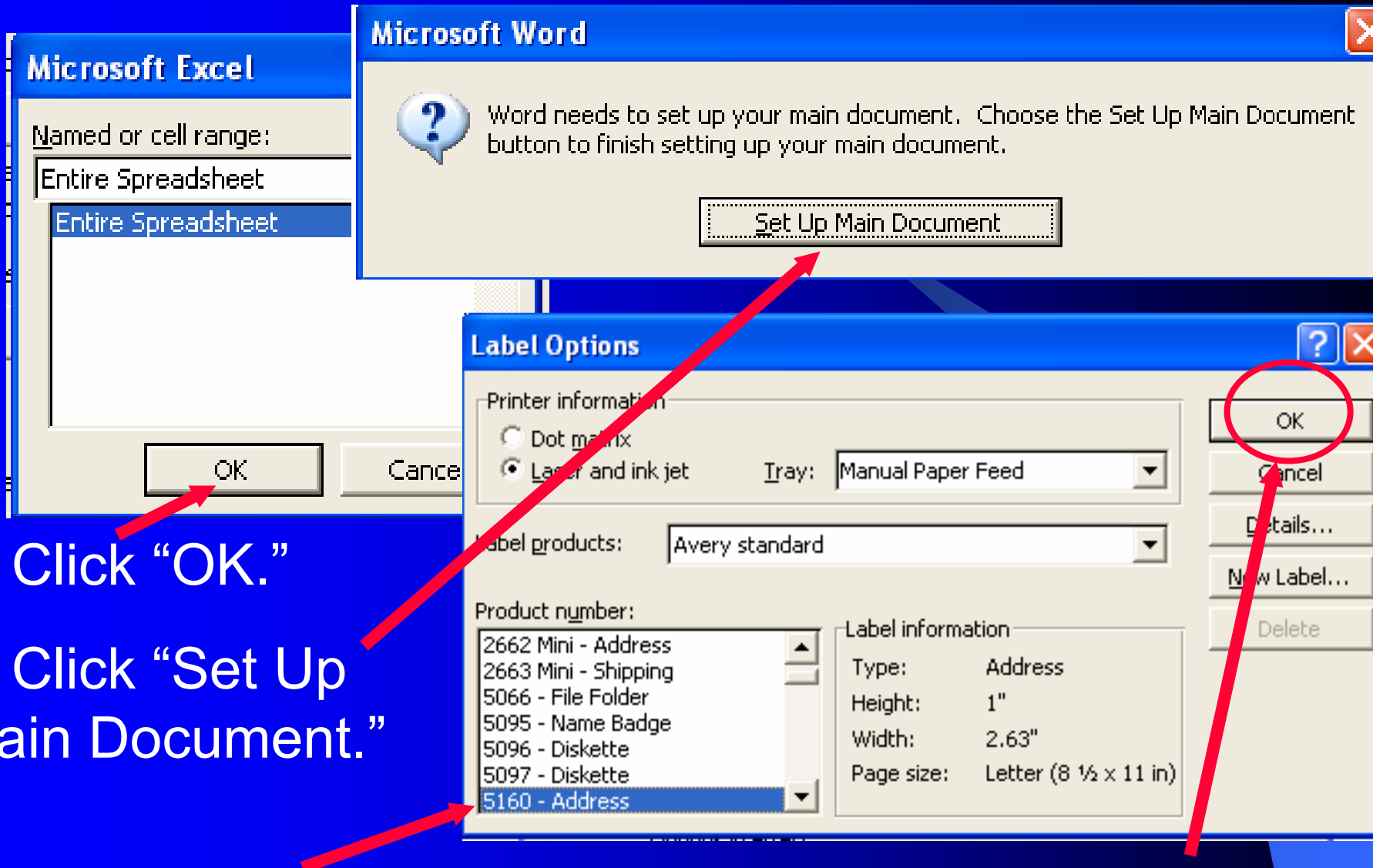
1. Click the down arrow to select the file location



2. Click the down arrow to change the Type to "MS Excel Worksheets."

3. Click on file "LABEL."

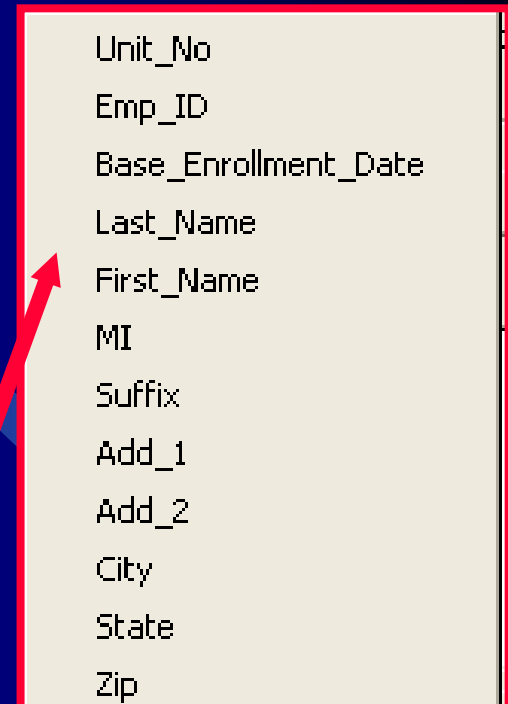
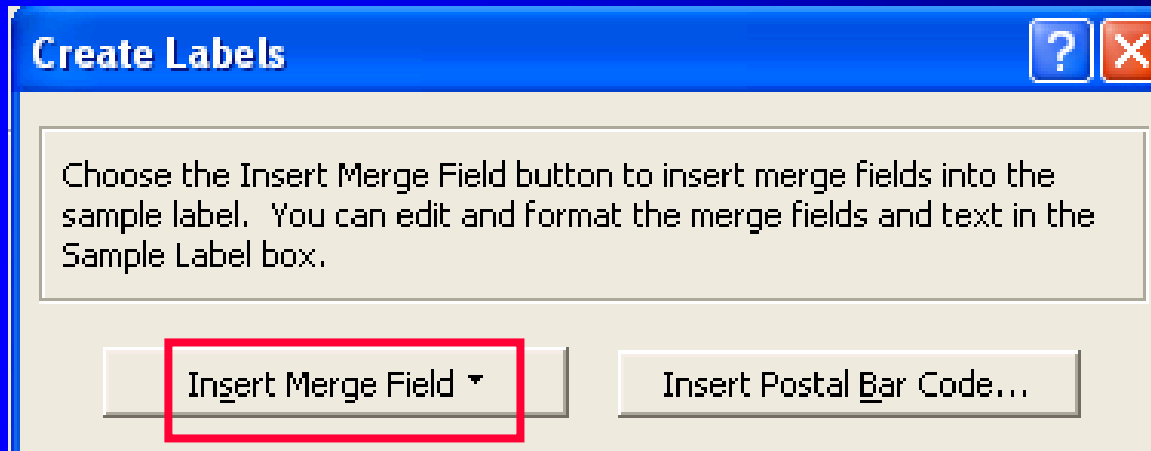
4. Click "Open."



1. Click "OK."

2. Click "Set Up Main Document."

3. Scroll down and select "5160 Address." Click "OK."

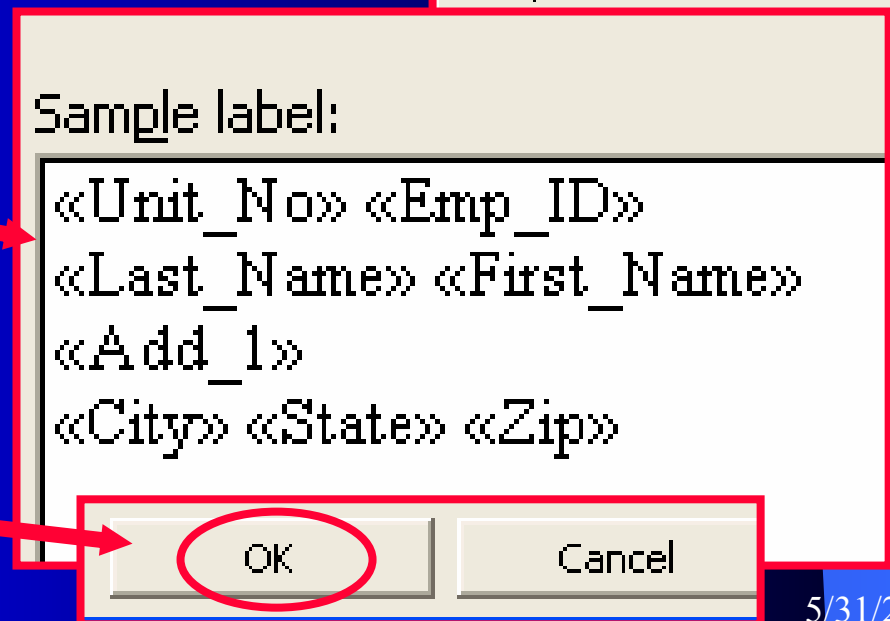


Click on “Insert Merge Field”, then click on one field to be on the label.

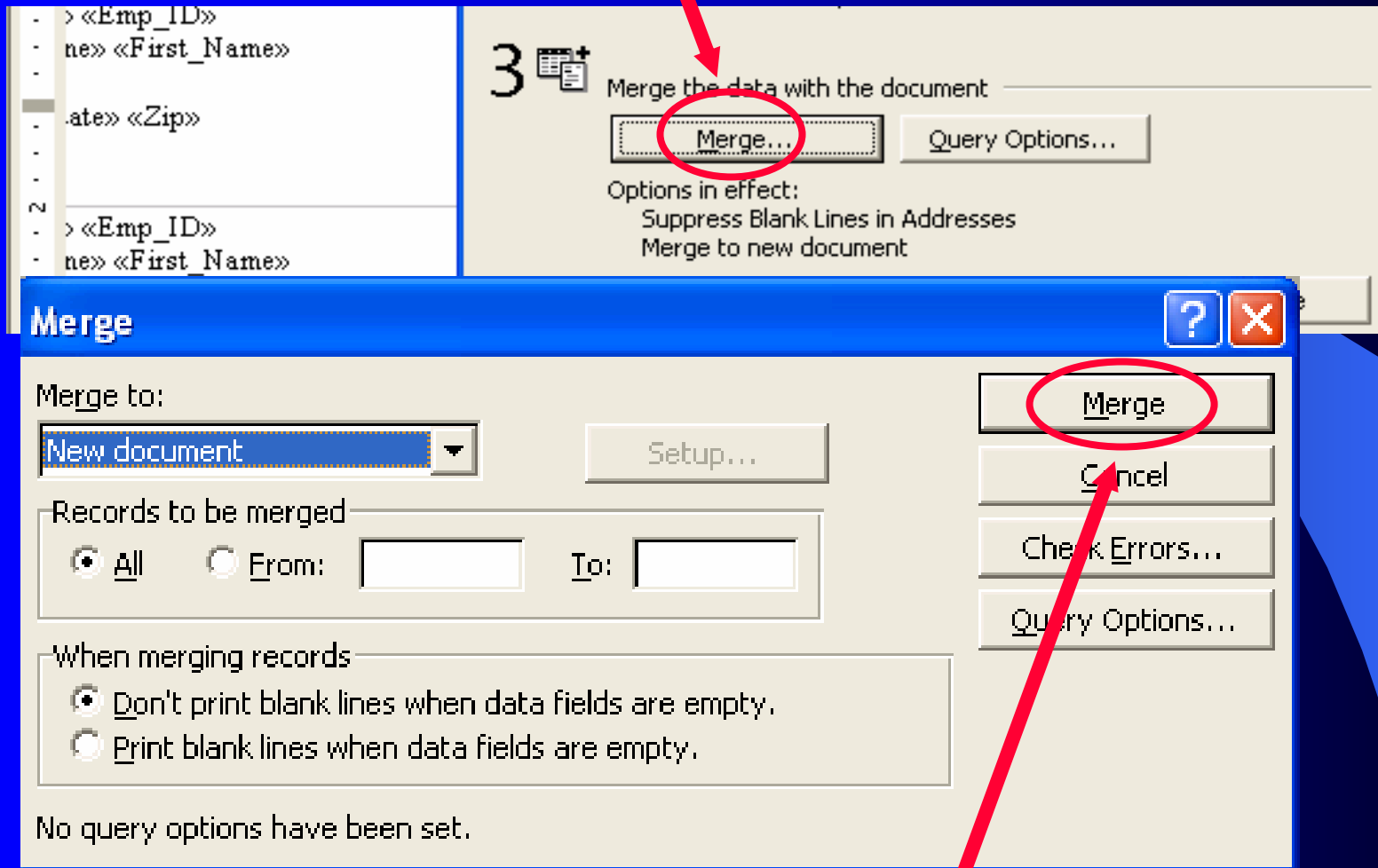
Repeat this until all desired fields are placed in the “Sample label.”

Space between fields and Enter to start a new line.

Then click “OK.”



Click "Merge."



Then click "Merge."

541411 1213419
BROWN, BETTY
555 BACK ST
PODUNK VA 22341

541411 1213417
BROWN, BILL
555 BACK ST
PODUNK VA 22341

541411 1213414
JONES, PAUL
123 MAIN ST
PODUNK VA 22331

541411 1213415
JONES, PAULA
123 MAIN STREET
PODUNK VA 22331

541411 1213416
SMITH, JOHN
567 SIDE ST
PODUNK VA 22333

541411 1213418
SMITH, MARY
567 SIDE ST
PODUNK VA 22333

The Results.

Load the Avery 5160 Address label paper in your printer and print. You can save this document to use at another time. Be aware of any changes that would make this document invalid.

For the “How To” Library:

<http://www.auxservices.org/support/B&B.htm>

If you have any
questions, contact your
FSO-IS or SO-IS.

Good Luck!