

Download Mailing Label Merge Files

Chapter Website Main Menu

Click > Download Mailing Label Merge Files

Click the boxes to Select member types that apply for mailing

(NOTE: Back Page Labels must be done separately)

Click > Get Labels

"File Download" box appears

Click > Save

"Save As" box appears

Save to "My Documents"

Click > Save

"Download Complete" box appears

Click > Close

Click > Minimize Button in top right corner

Exported File will automatically save as (*.csv or *.txt)

**Now you need to change your saved file to
an EXCEL file (*.xls)**

Open EXCEL

Click > File > Open

"My Documents" should open

Click > down arrow for "Files of type" at the bottom of the box

Click > Text Files (*.prn; *.txt; *.csv)

Click > File you just Exported

Click > Open

Click > File > Save As

Click > down arrow for "Save as type" at the bottom of the box

Click > Microsoft Excel (*.xls)

Click > Save

Click > File > Exit

Create Labels

Merge EXCEL (*.xls) File with WORD

Of all the labels available, the recommended is Avery 5160.

Open WORD

Click > Tools > Letters and Mailings > Mail Merge Wizard

MAIL MERGE Menu appears down the right side of your screen

At the top of the column under "Select document type"

Click > Labels

At the bottom of the column under Step 1 of 6

Click > Next: Starting Document

Under "Change document type" at the top of the column

Click > Label options

The "Label Options" box opens

Select Avery standard and 5160 Address

Click > OK

At the bottom of the column under Step 2 of 6

Click > Next: Select recipients

Under "Select recipients" at the top of the column

Click > Use an existing list

Under "Use an existing list"

Click > Browse

"Select Data Source" box opens

Under "Look in" click > "My Documents"

Select the file you converted to EXCEL (.xls)
Click > open

"Select Table" box appears
Click > OK

"Mail Merge Recipients" box appears

(Note the column headers that the full name, title, address, and city/state/ZIP are under)

Click > OK

At the bottom of the column under Step 3 of 6
Click > Next: Arrange your labels

Under "Arrange your labels" at the top of the column
Click > More items

The "Insert Merged Fields" box opens

You are now going to set the fields for your label. Substitute your column labels as appropriate.

Click > Label1 (full name)
Click > Insert > Close

Click > More items
Click > Label2 (Title)
Click > Insert > close

Click > More items
Click > Label5 (Address)
Click > Insert > Close

Click > More items
Click > City/State/ZIP
Click > Insert > Close

In the middle of the column under "Replicate Labels"
Click > Update all labels

At the bottom of the column under Step 4 of 6
Click > Next: Preview your labels

At the bottom of the column under Step 5 of 6
Click > Complete the Merge

At the top of the column under "Complete the merge"
Click > Edit individual labels

"Merge to New Document" box opens
Select > all
Click > OK

A new page opens with your labels.

On the new page with the labels
Click > File > Save As

The "Save As" box open
Type a name in the "File Name"
Click > Save

You can print your labels now or later

To print
Load your labels
Click the "Print" icon or Click > File > Print > OK