


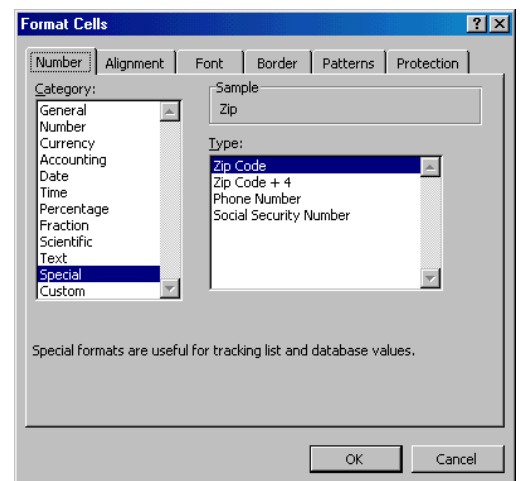
Some teachers, specifically Kathy B. and Patty H., wanted directions for making a “master list” in Excel to be used for labels for their classes. Here are the directions they asked about!

## Open an Excel spreadsheet

Start→Programs→Excel

- Label your columns (A, B, C...) with the information categories you will need. Here are some suggested “fields” from the SIS data:
 

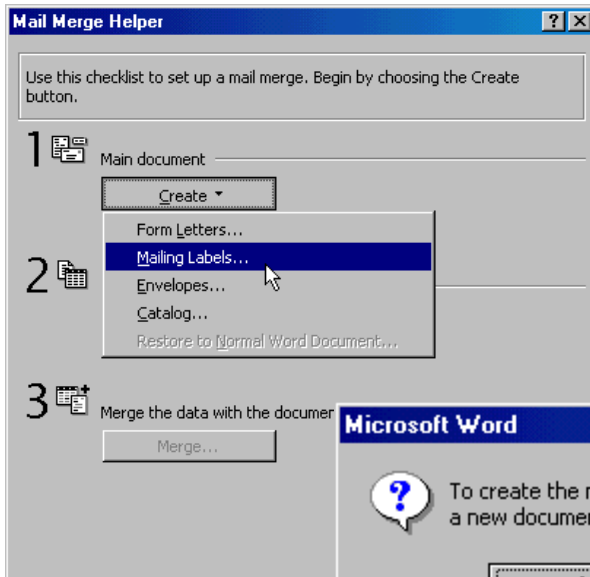
✓ <b>Student ID</b>	✓ <b>City</b>
✓ <b>Last Name</b>	✓ <b>State</b>
✓ <b>Given Name</b>	✓ <b>Zip</b>
✓ <b>Called Name</b>	✓ <b>Telephone</b>
✓ <b>Address 1</b>	✓ <b>Parent Guardian</b>
✓ <b>Address 2</b>	✓ <b>Birthdate</b>
  
- You can also request a data file from the Technology Department to get you started at the beginning of the year. This file can be will already be in Excel format. (Kathy and Patty already have “practice data” waiting for them!)
  - Make sure your columns are wide enough to accommodate all data. You can change column width in two ways:
    - Format→Column→ Width→AutoFit Selection
    - Manually pulling the column to the right using the line in the top row for each column. (Notice that the pointer changes when you move it to this area.) 
  - You can format columns so that data will work for you. The best example of this is your Zip Code column (hint, hint, hint...I hope you had one established before this.)
    - This spreadsheet will want to read a zip code as a numeral. Highlight your Zip Code column (click on the letter at the top and the whole column will be included) and Format→Cells and you will see the window that appears on the next page.
      - Choosing “Special” will allow you a “Zip Code” option. The column will now accept a five digit number to be read as “text” (non-calculable).



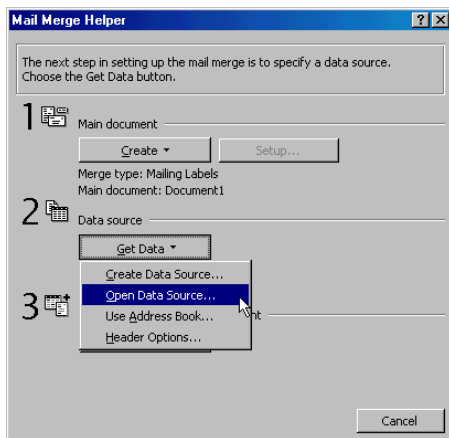
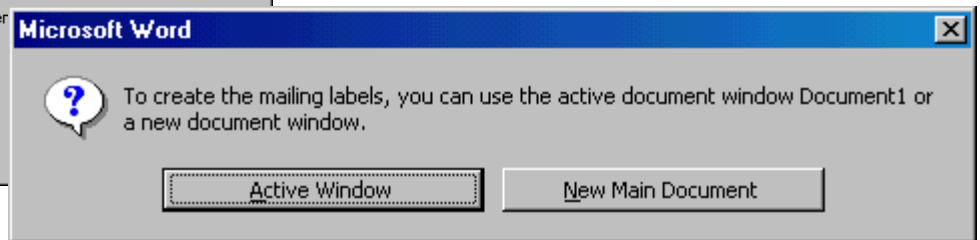
- Do not choose Zip Plus 4, or you will have to add –0000 for those zip codes where you do not have the final four digits.

➤ **Save** your file when you have entered the data and **close** it.

➤ **Switch to Microsoft Word.** Create a **New** Blank (Normal) document.



- Go to Tools→Mail Merge
- Create, and select the type of document, which in our case will be mailing labels.
  - A new window will appear as shown below. Choose Active Window, as this will become the document you will use for labels.

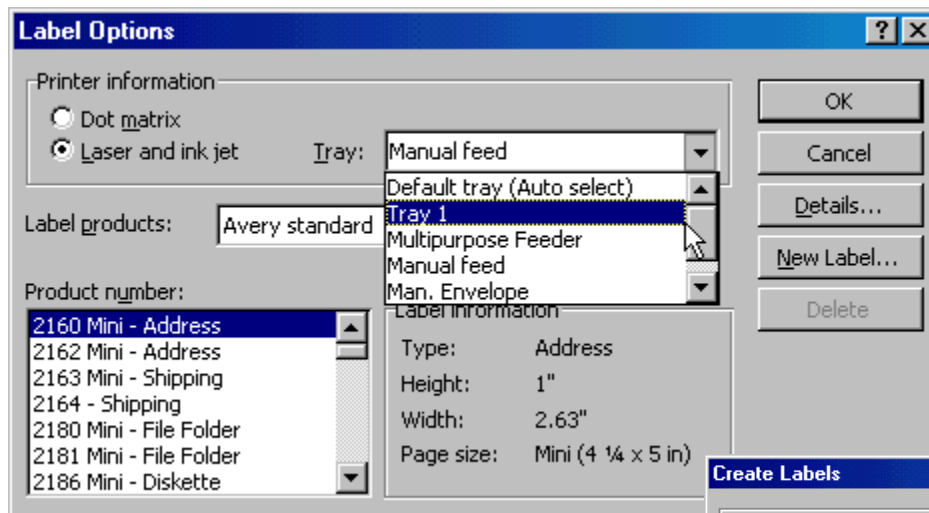


- Click Get Data, and then click Open Data Source
- In the Open Data Source dialog box you will have to navigate (to your floppy disk or home directory) back to the Excel file you created with the names and addresses.
  - You will not be able to see the file unless you change “Word Documents” to MS Excel Worksheets (\*.xls) in the “Files of type” box, at the bottom of the window.

- Double-click the file that you created to open it. Don't panic is it appears that nothing is happening. It takes some time to pull the data from the spreadsheet.
  - The next window will ask you to determine the range. Choose “Entire Spreadsheet” as that will allow you to see all of your column names.
- The next window will ask you to **Set Up Main Document**, which means that you will now have to determine the information about the mailing labels and how

they are to be printed. Once you have clicked “Set Up Main Document” you will see the window below that will allow you to choose options for your mailing labels.

- You will probably be using laser or ink jet labels, and depending on the number of sheets you will have to print, you can feed them into the printer manually, or you can put them in the tray.
- You will probably be using Avery Standard labels (that company sets the industry standard) or some generic and/or off brand that will have comparable labels sizes (Note: Office Max has their own brand, same sizes as Avery)
- The various kinds of labels are listed under “Product Number” (found on the outside of the package). The description of each will appear at the right. Avery 5160 is the most commonly used label (3 columns, 10 rows, 30 label per pages). Use this format when printing.
- Once all of this information is set, click OK.



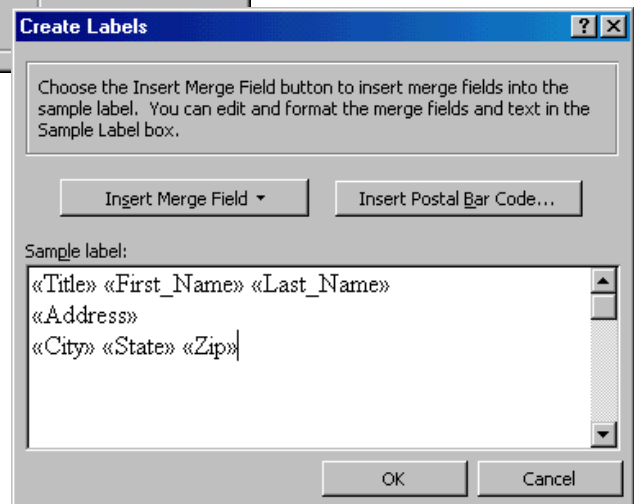
You will now have to create a sample label by placing the fields where you want them to appear on your label.

The file is pulling the data from your spreadsheet and you are merely indicating the order and the

line(s) on which you want data to appear. Remember to put spaces where you need them (between fields).

Once you have established the correct set up, click OK.

You will now see the “Merge” window that is pictured on the next page. Match the settings that are indicated there and click merge to see your labels on a new document.



You can also save this set of labels. You would use this option if you want to print the same labels at a later date.

You are now ready to print labels!

