Mail merge protocol

Procedure

- 1. Save your datasheet as a .csv file (Microsoft Word will not pull in .xls files in mail merge). *Note*: put a space between your sample name and the collection date so the date will form a new line on the label.
- 2. Create a header for your column(s) in the first row of the Excel sheet.
- 3. In Excel highlight the column with your sample IDs. Click "Formulas-> Define name" and name the column "Sample_ID." Save document and close the file (Microsoft Word cannot import the file if it is still open in Excel).
- 4. Open Microsoft Word.
- 5. Click "Mailings -> Start Mail Merge -> Labels". Select the correct label template. *Note*: if your label template is not already entered you may have to enter the template (Click Label Options -> Details). The label pack should come with a sheet that specifies dimensions (or you may have to measure the dimensions with a ruler). Enter the dimensions in the fields circled in red on the diagram and give your label template a name.
- 6. Click "Ok" in "Label Options"
- 7. Click "Mailings -> Select Recipients -> Use an Existing List." Locate and select your .csv file on your computer to create the list.
- 8. Click "Mailings -> "Insert Merge Field" and select "Sample ID."
- 9. Click "Mailings -> Update Labels."
- individual documents" will be selected. Press "Ok"
- 10. Click "Mailings -> Finish & Merge." "Edit
- 11. Your labels should now show up on your Word document. Press "Ctrl+A" to select all the labels and then "Ctrl+E" to center them. Press "Ctrl+B" to bold them. Save your file.
- 12. Insert labels into the printer. Follow note on printer or printer manual for correct paper orientation.
- 13. Click "Print -> Page Setup." If there is an option to do so, select "Labels" under "Paper Source."
- 14. Print document. If message comes up that reads "Text is outside of the printable margins," ignore the message and print anyway. You will have to click "yes" once for each page of labels.

