

# How to Make Labels

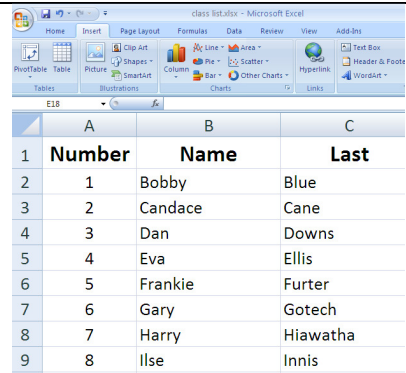
Open an **Excel Spreadsheet**.  
You'll need to make a spreadsheet containing the following information:

**Student number**

**First name**

**Last name**

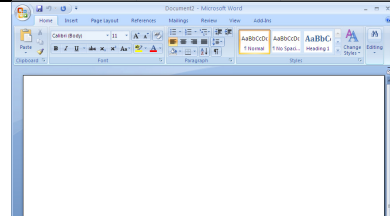
**Save.** (Remember where you put this!)



	A	B	C
1	<b>Number</b>	<b>Name</b>	<b>Last</b>
2	1	Bobby	Blue
3	2	Candace	Cane
4	3	Dan	Downs
5	4	Eva	Ellis
6	5	Frankie	Furter
7	6	Gary	Gotech
8	7	Harry	Hiawatha
9	8	Ilse	Innis

Open a **Word Document**.

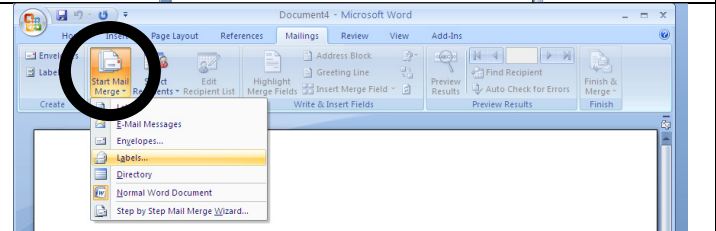
**Save.** (You might want to put this in the same folder as your Excel spreadsheet.)



Click on the **Mailings Ribbon**.

Click on **Start Mail Merge**.

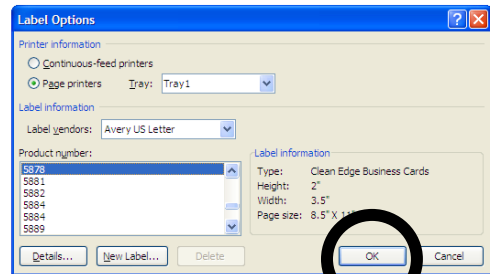
Click on **Labels**.



Check the **Label vendor** (what brand are your labels?)

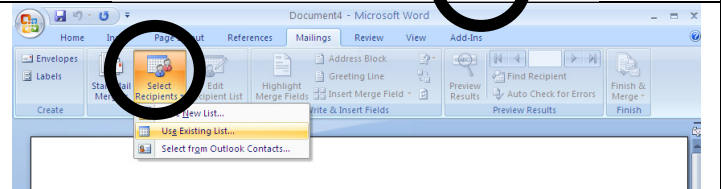
Under **Product Number**, select the size of your labels (there should be a number on the packaging).

Click **OK**.

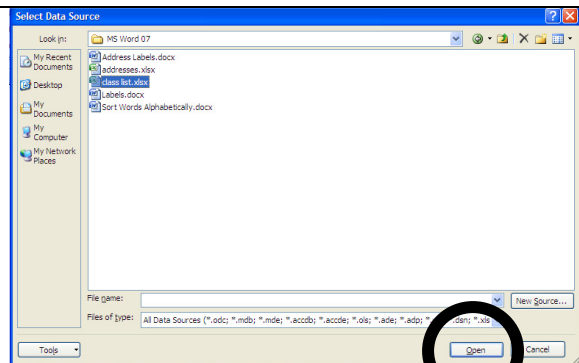


On the **Mail Merge** Task Bar, click on **Select Recipients**.

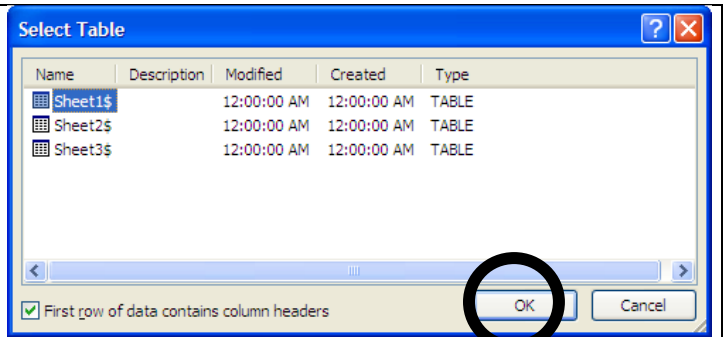
Since you already have a spreadsheet with student info, click on **Use Existing List**.



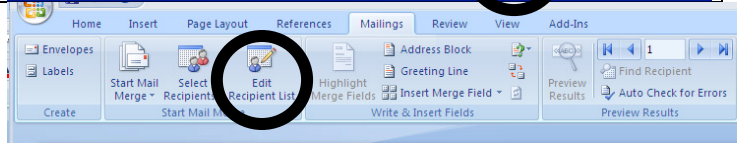
Locate your class list spreadsheet and click **Open**.



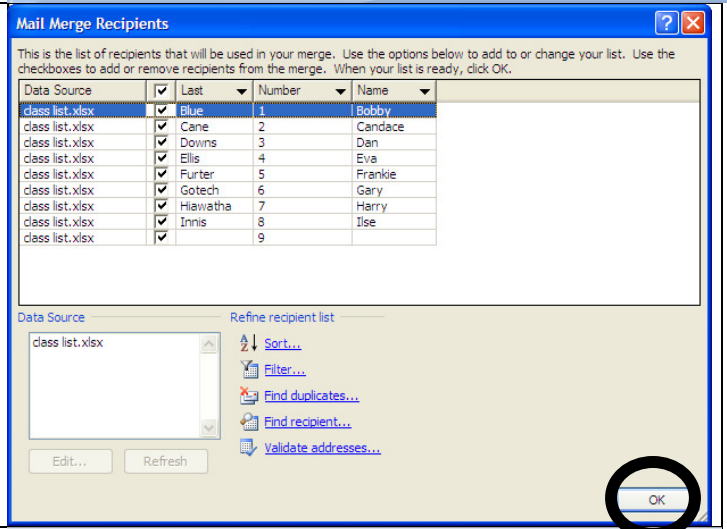
If your class list is on the 1<sup>st</sup> page of the workbook (called **Sheet 1**), select it and click **OK**.



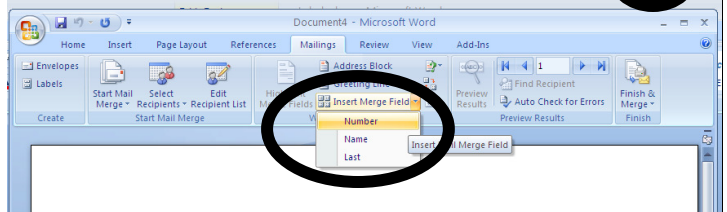
On the **Mailings Ribbon**, click on **Edit Recipient List**.



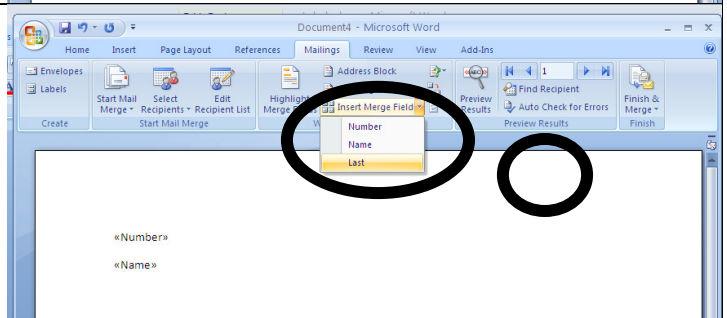
Make sure that all students are selected. You can un-check blank rows. Click **OK**.



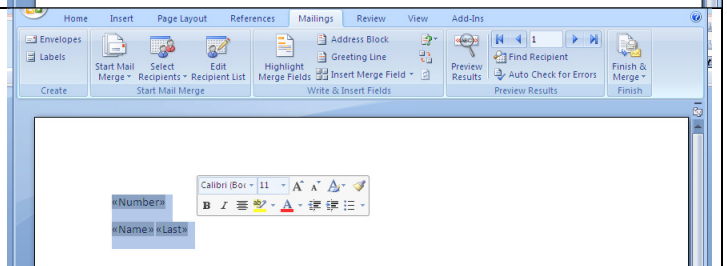
Click on **Insert Merge Field**. If you want the student's number on the label, click on **Number**.



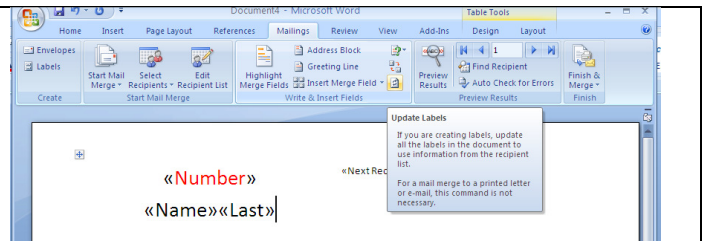
Hit **Enter**. Click on **Insert Merge Field**. Select **Name**. You'll want a space between the 1<sup>st</sup> name & last, so hit the **Spacebar** once. Click on **Insert Merge Field**. Select **Last**.



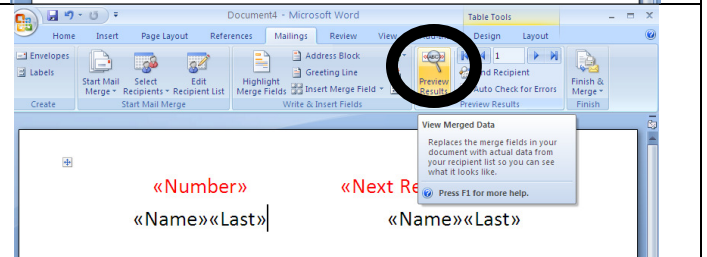
At this point, you can select the lines and change the font, the font size, color, etc .



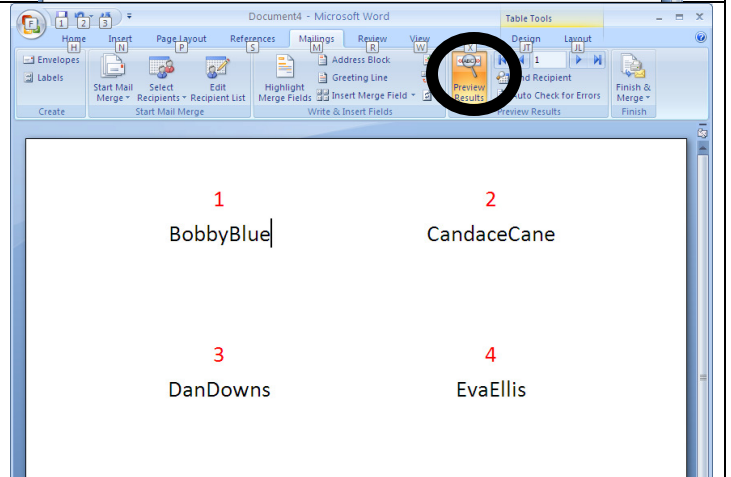
When this 1<sup>st</sup> label is exactly as you want, click the **Update Labels** icon (to the right of Insert Merge Field).  
Now ALL your labels will look just like the 1<sup>st</sup> one!



Click on the **Preview Results** icon.



Ta da!  
If you want to make changes to ALL the labels, make changes in the 1<sup>st</sup> label, and then click on the **Update Labels** icon.



To print, put a sheet of labels into your printer (experiment to see which way is up) or you can use regular copy paper, or cardstock paper.

Click on **Finish & Merge** and **Print Documents**.

OR

You can click on the **Office button** and **save** this document. Later you can click on the **Office button** and then **Print**.

