

# To create labels with Mail merge

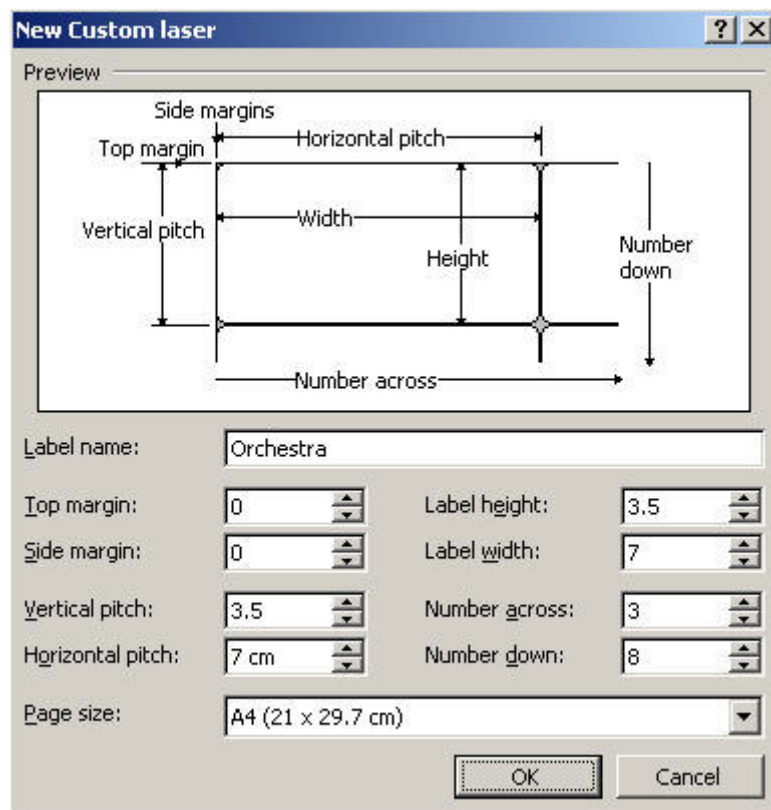
There are many ways to do things in the Office suite. I prefer to use the toolbar, others use the wizard.

Display the mail merge toolbar, View, Toolbars, Mail Merge.



On the toolbar click the 1<sup>st</sup> icon **Main document setup**. Select Labels.

Now design the label. New label, Avery standard. Give it a name. Look at the paper size. Look at the height and width, number across and down, margins, vertical and horizontal pitch.



Click on the 2<sup>nd</sup> icon on the Mail merge toolbar, Open Data Source. Navigate to and select the data source, e.g. Orchestra.

On the Mail merge toolbar click on the 4<sup>th</sup> icon Insert Merge Fields. In one of the label cells on the page insert the required fields, see below. Position / align them as required.

«First_Name» «Surname» «Type_of_Musical_Instrument» «Instrument_Number»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»

When everything is in position, then find an icon on the Mail merge toolbar called Propagate Labels. Click it. Fields are inserted into all the labels on the page.

«First_Name» «Surname» «Type_of_Musical_Instrument» «Instrument_Number»	«Next Record»«First_Name» «Surname» «Type_of_Musical_Instrument» «Instrument_Number»	«Next Record»«First_Name» «Surname» «Type_of_Musical_Instrument» «Instrument_Number»
«Next Record»«First_Name» «Surname» «Type_of_Musical_Instrument» «Instrument_Number»	«Next Record»«First_Name» «Surname» «Type_of_Musical_Instrument» «Instrument_Number»	«Next Record»«First_Name» «Surname» «Type_of_Musical_Instrument» «Instrument_Number»

Then click the icon Merge to New Document. Perfect!

Alan Wright Classical Guitar VG92	Alison Anderson Bass Guitar BG12	Alley Kelly Clarinet CL16
Ashley Smith Electric Guitar EG19	Candice Williams Violin VI39	Christopher Holdridge Flute FL72