Azalea Software Products v5.5 How to Merge a Microsoft Excel 2003 Spreadsheet with a Microsoft Word 2003 Label Template

These instructions are specific to Microsoft Office 2003. Please visit www.BarcodeFontSoftware.com/Word for information about how to do a Mail Merge with different versions of Microsoft Office. To learn more about creating barcodes in batches in Microsoft Excel, visit www.BarcodeFontSoftware.com/Excel.

1. Save, then close, your Excel spreadsheet. In this example, three UPC-A barcodes in Excel.



2. Open a new Microsoft Word document. Click on 'Tools', then 'Letters and Mailings', then 'Mail Merge.

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3. In the new right-hand pane, select Labels, then click 'Next: Starting document'.

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4. Under 'Select starting document' select 'Change document layout'. In the 'Change document layout' section, click 'Label options'.

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	Select starting document
	How do you want to set up your mailing labels?
	 Use the current document
	 Change document layout
:	O Start from existing document
	Change document layout
	Click Label options to choose a label size.
	Label options
	Select label size

Office 2003 Mail Merge © 2008 Azalea Software, Inc. www.azalea.com

5. In the new Label Options window, choose a 'Label products' brand, then a specific label. In this example, Avery™ standard for brand and product number 5263 for the specific label. Click OK.

Label Options	
Printer information O Dot matrix O Laser and ink jet <u>T</u> ray: Label information	: Default tray (Automatically Sele
Label products: Avery standa	ard
Product number: 5199-S - Video Spine 5260 - Address 5261 - Address 5262 - Address 5263 - Shipping 5264 - Shipping 5266 - File Folder	Label information Type: Shipping Height: 2" Width: 4" Page size: Letter (8 ½ x 11 in)
Details	Delete OK Cancel

If you prefer, you can create a custom label. Under 'Label products' choose 'Other/Custom',

Label Options	×
Printer information – O Dot <u>m</u> atrix O Laser and ink jet Label information –	Tray: Default tray (Automatically Sel€ ✔
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Product number: AE (2x8) - Address AE (2x9) - Address AE (2x10)_a - Addr AE (2x10)_b - Addr AE (3x5) - Address AE (3x7) - Address AE (3x8) - Address	ress ress Width: 2.75" Page size: Letter (8 ½ x 11 in)
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Address AE (2x4) information			\mathbf{X}	
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Page size:	A4 (21 x 29.7 cm)		~	
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then click in the 'Label information' area and a new window will open:

Change the dimensions of the label as necessary, name it, then click OK, then click OK again.

In either instance, Word will warn you that your document format is changing- click OK.

Mail Mer	ge 🔀
1	In order to apply the selected label options, Word must delete the current contents of Document1. Any unsaved changes to this document will be lost.
	OK Cancel

6. Click 'Next: Select recipients:'



7. Under 'Select recipients' select 'Use an existing list', then 'Browse'



8. In the new window browse for the location of your Excel spreadsheet. Select the sheet in your spreadsheet where you'll pull barcodes from. Click OK.

Select Table	e			X
Name	Description	Modified	Created	Туре
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Sheet2\$		2/29/2008 2:11:25 PM	2/29/2008 2:11:25 PM	TABLE
Sheet3\$		2/29/2008 2:11:25 PM	2/29/2008 2:11:25 PM	TABLE
<				>
First row o	f data contains	s column headers	ОК	Cancel

9. Choose which barcode field you want to make your labels from. In this example, we're making one label each of multiple barcodes. To make many labels of a single barcode or a few barcodes, choose them in this step. Click OK.

Mail Merge Recipients 🛛 🔀						
To sort the list, click the appropriate column heading. To narrow down the recipients displayed by a specific criteria, such as by city, click the arrow next to the column heading. Use the check boxes or buttons to add or remove recipients from the mail merge.						
	 UPC Number 	 UPC Barcode 	 Product 	 Size 	▼ S.	
	69277112348 69277112349 69277112350	Z xgJCHHBy1234 Z xgJCHHBy1234 Z xgJCHHBy1235	Jelly, Kiwi Jelly, Boysen Jelly, Royal	12 oz 12 oz 4 oz	3.99 3.99 16.9	
	elect All Clear	<u>All R</u> efresh			ОК	

10. Click 'Next: Arrange your labels'



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11. Place your cursor in the first label, then click "More items..."

Choose your barcode field, then 'Insert', then 'Close'.

Insert Merge Field	$\overline{\mathbf{X}}$
Insert: O <u>A</u> ddress Fields	⊙ <u>D</u> atabase Fields
Lielas: UPC Number UPC Barcode Product Size SRP	
Match Fields	Insert Cancel

Your result will look something like this:

Document1 - Microsoft Word	
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	Arrange your labels
	■ If you have not already of lay out your label using the label on the sheet.
WPC_Barcode»	To add recipient informat your label, click a location first label, and then click items below.
	Address block
N	Greeting line
	Electronic postag
-	🛄 Postal bar code
	More items
«Next Record»	When you have finished a your label, click Next. The can preview each recipier and make any individual c
-	Y Destinate labels

12. Click the 'Update all labels' button. Your result will look something like this:



13. Click 'Next: Preview your labels'. Your result will be similar to this:



14. Go to 'Edit' on the uppermost Word menu, choose 'Select all'. Then use the drop-down font menu to choose a barcode font and adjust the point size upward. In this example, UPCTall font at 72 points.



15. Now you can center the barcode and add other information to the label if you like:



16. In the right-hand pane, click 'Next: complete the merge'. Save your document.

From here you're ready to print your labels. Good job!

Azalea Software, Inc 3400 Harbor Ave SW Box 411 Seattle, WA 98125 USA 1.206.341.9500 FAX: 1.206.299.5600 salesinfo@azalea.com technicalsupport@azalea.com