How to Merge a Microsoft Excel 2007 Spreadsheet with a Microsoft Word 2007 Label Template

These instructions are specific to Microsoft Office 2007. 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.

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

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2. Open a new Microsoft Word document. On the Mailings tab from the home screen in Word, choose 'Start Mail Merge' and then 'Labels'.



5. Choose any label template. If the existing dimensions suit your label needs, click 'OK'. If you need to customize label dimensions, click 'details.' This will let you edit your own template. Click OK when your editing is complete.

Custom laser Barcode information										
Preview										
Side margins Top margin Vertical pitch Width Height Number down Number across										
Label name:	Barcode									
<u>T</u> op margin:	0"	Label h <u>e</u> ight:	1.5"							
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Page size: Letter (8 1/2 × 11 in)										
Page width:	8.5"	Page <u>H</u> eight:	11"							
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When working with UPC barcodes, we suggest that you print UPC barcodes onto full sheet 8.5" x 11" labels and have the resulting labels cut or do it yourself. Pre-cut labels aren't made specifically for UPCs, which have larger dimensional requirements than many other barcode types.

6. Choose the Mailings tab again and this time pick the Mail Merge Wizard; choose 'Labels' once again, followed by 'Use the Current Document' in step 2. This way you're using the template you made or chose.

Mail Merge 🔹 💌 🗙
Select document type
What type of document are you working on?
🔘 Letters
◯ E-mail messages
O Envelopes
 Labels
O Directory
Labels
Print address labels for a group mailing.
Click Next to continue.

7. Next, select your "recipients". Since we're adapting the mail merge to suit our needs, "recipients" here refers to cells of information contained in an Excel spreadsheet. Choose 'Browse' and select the Excel file that you created for Step 1.



8. Select whichever sheet contains the barcodes. Click OK.

Select Table	e				? 🗙
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First row o	f data contain	s column headers	ОК		Cancel

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

Mail Merge Recipients										
This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.										
Data Source 📁 98125981261 🛛 👻 F2 👻] xijlBCFJy81261qzZ 🛛 👻 F4 👻 F5 💌										
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10. Go to 'Arrange Your Labels', then pick 'More Items'. Your Merge Field will look something like this:

Insert Merge Field	? 🔀
Insert: <u>A</u> ddress Fields <u>Fi</u> elds:	⊙ Database Fields
98125981261 F2) xjIBCFJy81261qzZ F4 F5	
Match Fields	sert Cancel

Office 2007 Mail Merge © 2008 Azalea Software, Inc. www.azalea.com

11. Insert the string that looks like random characters. It's not. It's your encoded UPC data! Once inserted, choose 'Update all labels'. Your result should look like this:

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12. Choose preview and save your document.

13. Finally, change the font to the barcode font and point size of your liking (we used UPC TallThin at 72 points) and print away!



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