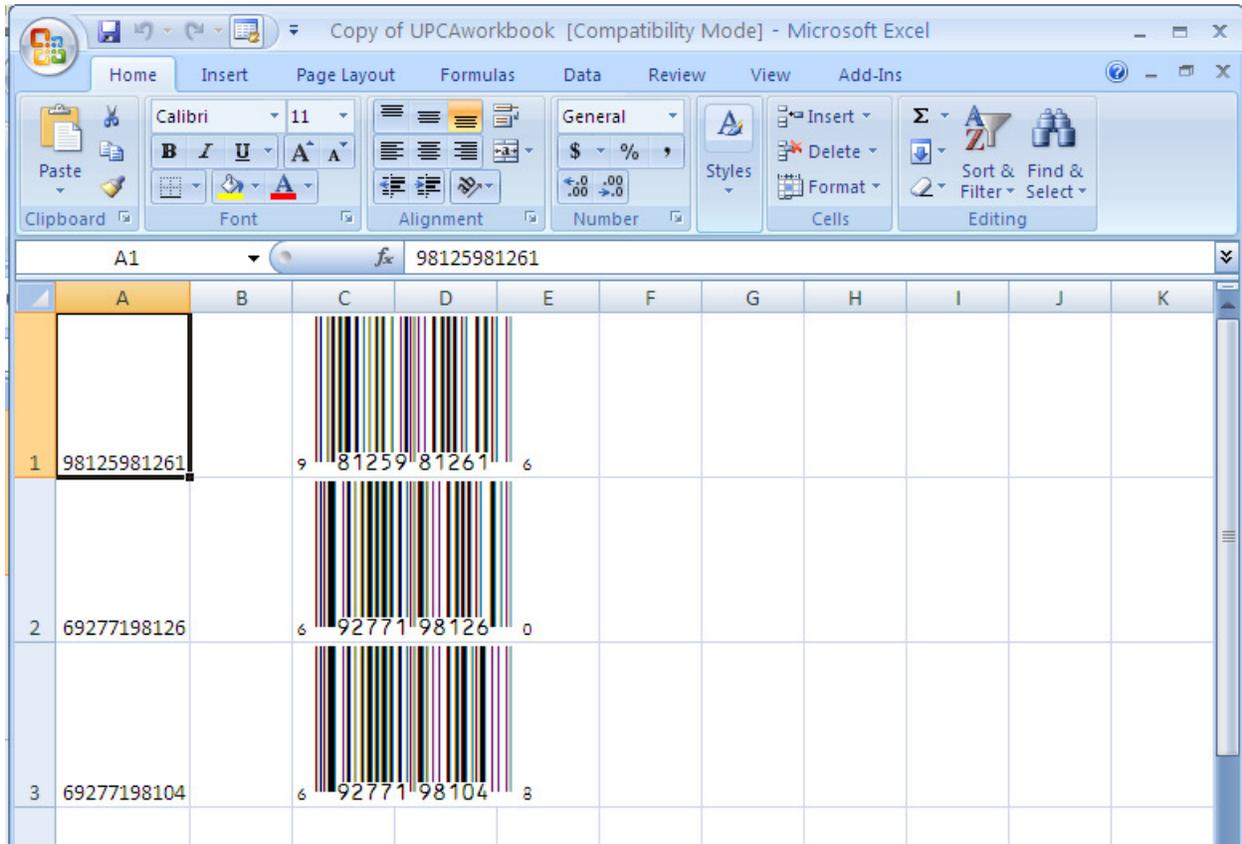


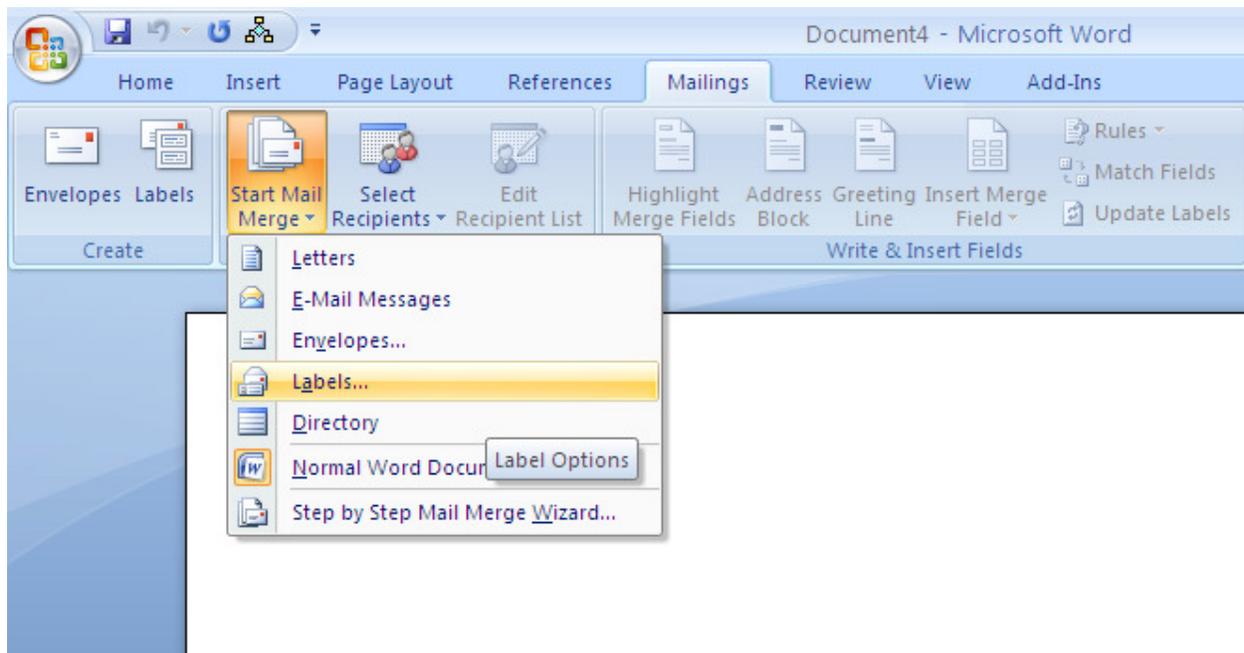
# How to Merge a Microsoft Excel 2007 Spreadsheet with a Microsoft Word 2007 Label Template

These instructions are specific to Microsoft Office 2007. Please visit [www.BarcodeFontSoftware.com/Word](http://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](http://www.BarcodeFontSoftware.com/Excel).

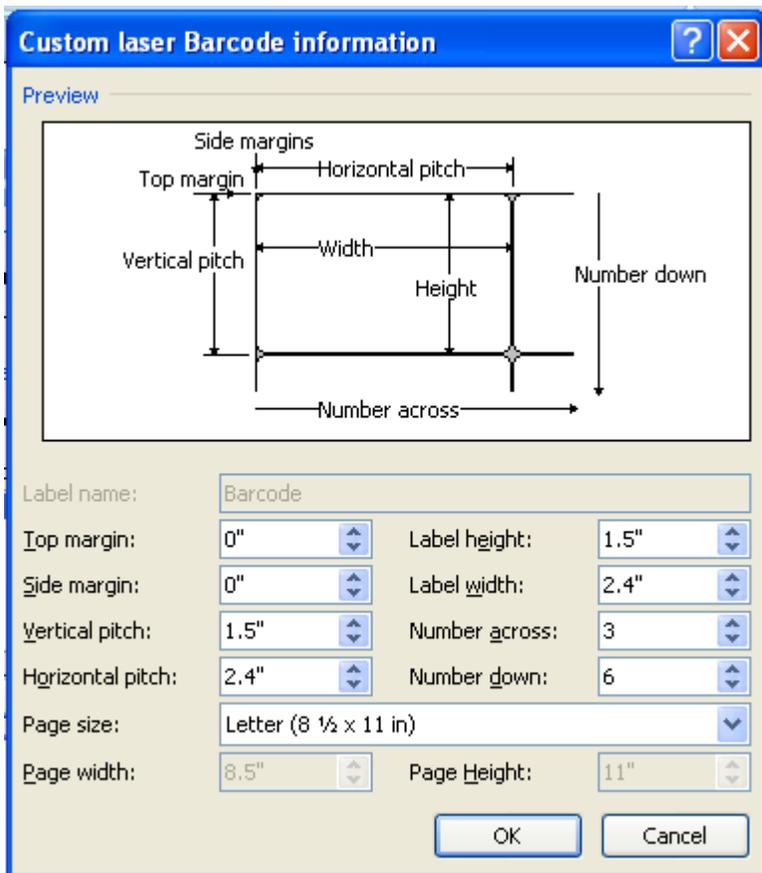
1. Save, then close, your Excel spreadsheet. In this example, three UPC-A barcodes in Excel.



2. Open a new Microsoft Word document. 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.

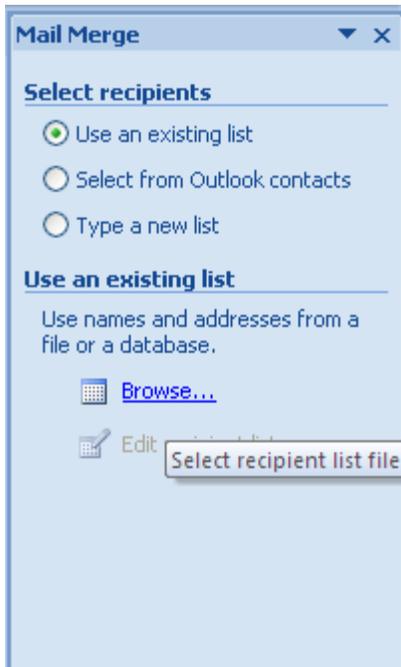


When working with UPC barcodes, we suggest that you print UPC barcodes onto full sheet 8.5" x 11" labels and have the resulting labels cut or do it yourself. Pre-cut labels aren't made specifically for UPCs, which have larger dimensional requirements than many other barcode types.

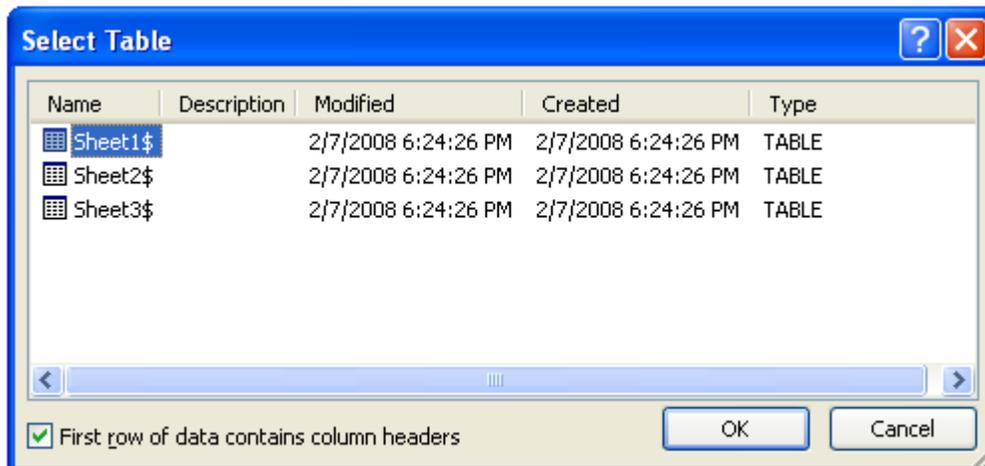
6. Choose the Mailings tab again and this time pick the Mail Merge Wizard; choose 'Labels' once again, followed by 'Use the Current Document' in step 2. This way you're using the template you made or chose.



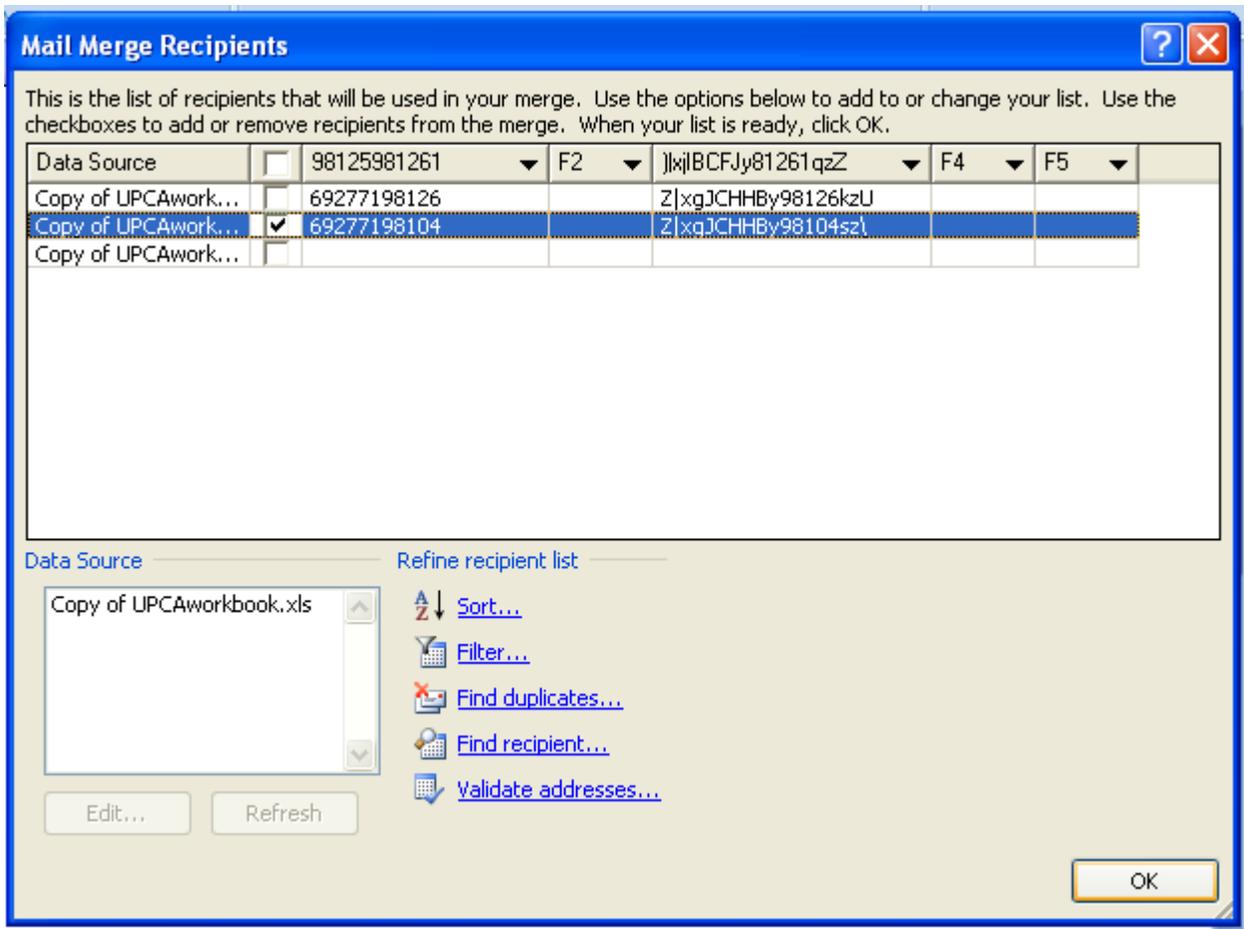
7. Next, select your “recipients”. Since we’re adapting the mail merge to suit our needs, “recipients” here refers to cells of information contained in an Excel spreadsheet. Choose ‘Browse’ and select the Excel file that you created for Step 1.



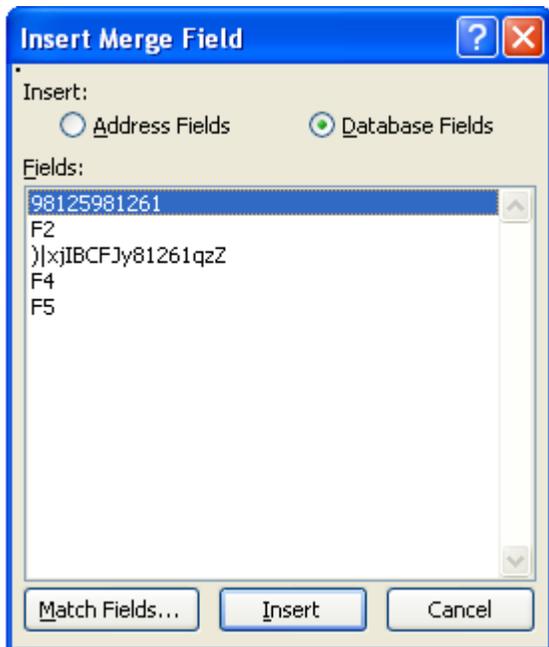
8. Select whichever sheet contains the barcodes. Click OK.



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.

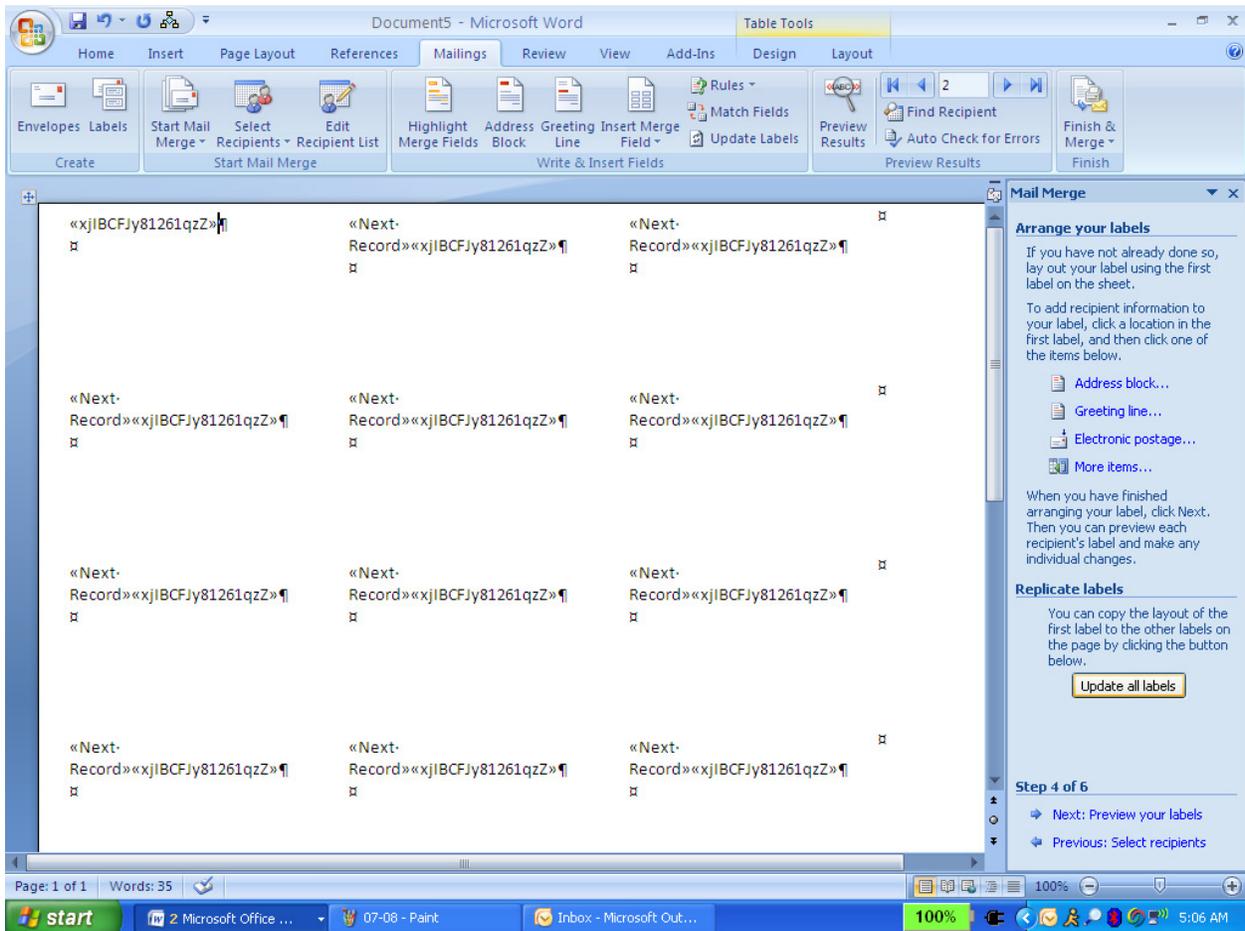


10. Go to 'Arrange Your Labels', then pick 'More Items'. Your Merge Field will look something like this:



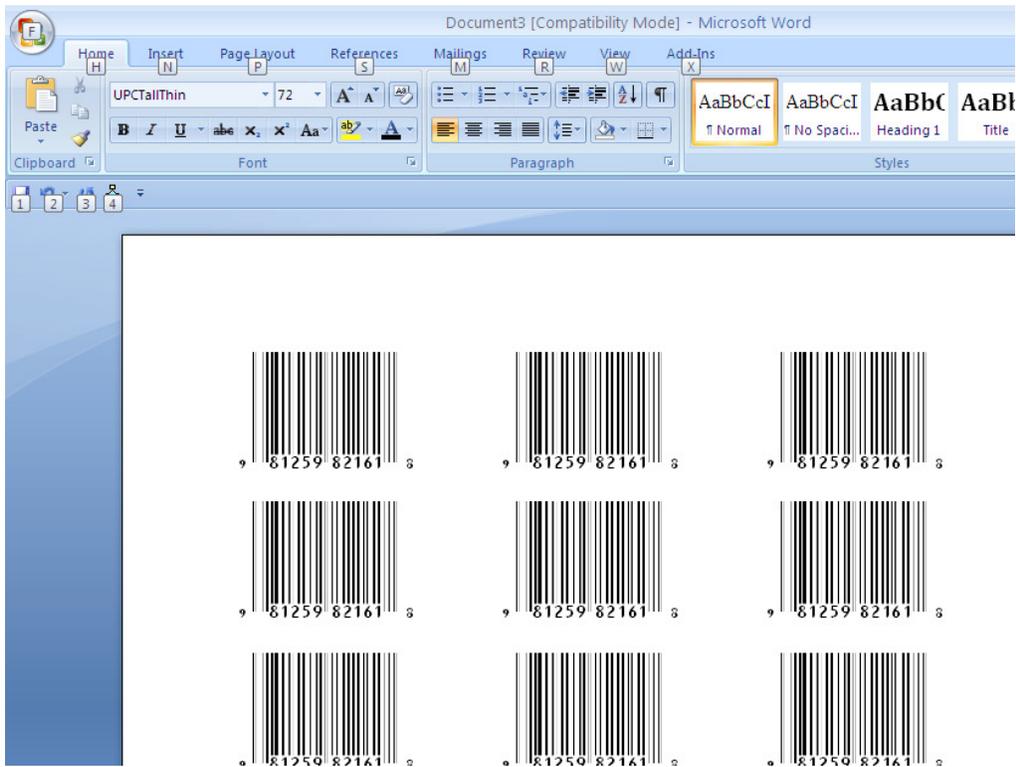
11. Insert the string that looks like random characters. It's not. It's your encoded UPC data!

Once inserted, choose 'Update all labels'. Your result should look like this:



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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