**Creating mailing labels from an RGT membership list**

(This is written primarily for anyone using the RGT membership list to do mailings. However, it works the same way no matter what kind of labels you want and it works the same in Word on mac or pc.)

I take my mailing labels from excel files. If you are using a different data source, some of the instructions will be less than helpful.

Before you even start this process make sure you have enough sheets of mailing labels AND that the label type matches your printer (ink jet labels smear if printed by laser and vice versa).

(Note: Start with a clean list. If you are selecting part of a list - for example the non-Leverett residents, or contributors for a project/time frame), copy the "active" worksheet to a new file. In the new workshop (NOT in the active worksheet), it pays to remove the totals at the bottom of the page since they only produce garbage that you have to remove later.) Use the sort tool (or a filter, I just use "sort." If I am doing non-Leverett zip then I sort by zip, delete all of the 01054; then I delete all the contribution columns then remove blank rows - then re-alphabetize).

go to Help: "Create mailing labels by using Mail Merge" and **keep it open.** You will need it.

other important tips (in addition to what is in the Help file mentioned above):

a. IF you do not close the excel file before you open Mail Merge Manager, it won't work and won't tell you that it won't work.

b. When selecting the document, be sure to select the correct worksheet (if there is more than one).

c. The left margin is too small on the standard labels. When you are putting in the lines of the label, put 4 spaces at the beginning of each of the lines.

If you forget to do this, you can change the margin of the finished/saved document before you print, BUT each page is formatted independently so you have to change the margin for each page. boring. (but see d.)

d. Once faced with a page of stuff, highlight the upper left address, change font to Times New Roman and change font size from 12 to 10 (otherwise words will spill over). OR, I just did labels that are Cambria 12. I did have to shortened a few names before printing (Rd for Road, & for and), but it looks good. Note also, when you get the "label page" i.e. before you merge the names, you can check the formatting, make changes in the top left hand label and then follow the instructions in the Help menu to apply that to the entire page (cool).

e. Preview - it only allows you to work on one page, so it is worth going a "print to file" or "save" just to make sure every page is OK before you go on - you can always just print after that or save the document and print from it. Do look at every label for crazy stuff. Worse comes to worse, you can hand-write the bad label, but there is a chance it won't be picked up until someone comes up to you in the supermarket. . . .

f. If you forgot to change size of font, you can do it in the doc file. print out ONE PAGE on regular paper (you can only do that using "current page" — have that page visible and have the cursor on that page) since the computer thinks the labels are one page. hold it up in front of a label page to see if it aligns (you can see the edges of the labels). Check both top and bottom

g. When you are printing, if you have saved the document, there are extra pages at the end. You can just go to the end and remove them. (although since the printer doesn't print on them it won't really hurt, but is still annoying.) The printer can't deal with page numbers of labels - so at least remove any garbage after last label so that stuff won't be printed. Note, I go to each page, put my cursor on that page, and then "click print current page" - check that the right page is showing.

h. Once you have printed, **remember to take the extra labels out of the printer!!!** (if you miscounted and the last pages are printed on regular paper, use the "current page" when you insert extra labels into your printer.)

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