

## How to Use the Mail Merge Feature to Create Labels

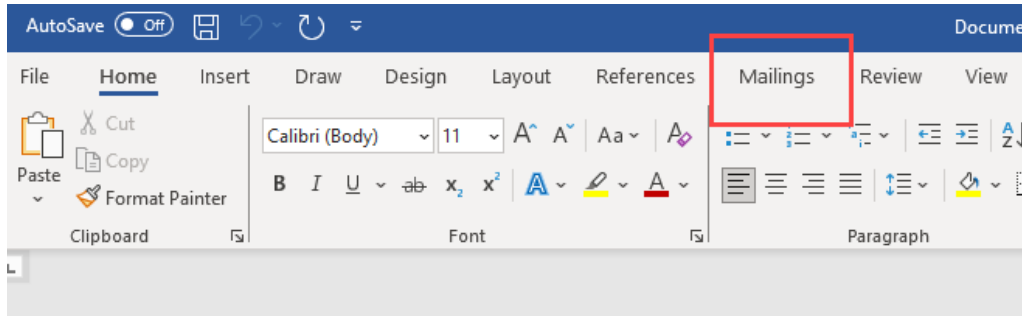
**Overview:** The Mail Merge feature in Microsoft Word is an automated feature that allows users to import an Excel document into Word to create user-defined labels. The steps outlined below are specific to creating labels that are used for art exhibitions through the Visual Art League of Lewisville.

### Prepare the Spreadsheet

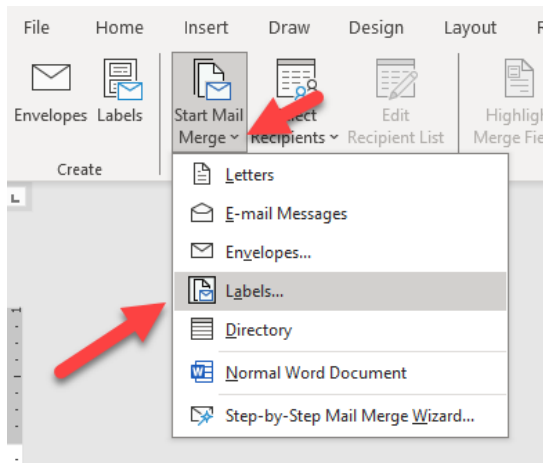
1. Download the Google Spreadsheet to your computer.
2. Google spreadsheets are slightly different from Excel. To minimize unusual formatting issues:
  - a. Open the Google Spreadsheet that you saved to your computer.
  - b. Copy and Paste all the content from the Google spreadsheet into a blank Excel spreadsheet.
  - c. Save the new spreadsheet to your computer. You will work from THIS Excel file.

### Set up Mail Merge

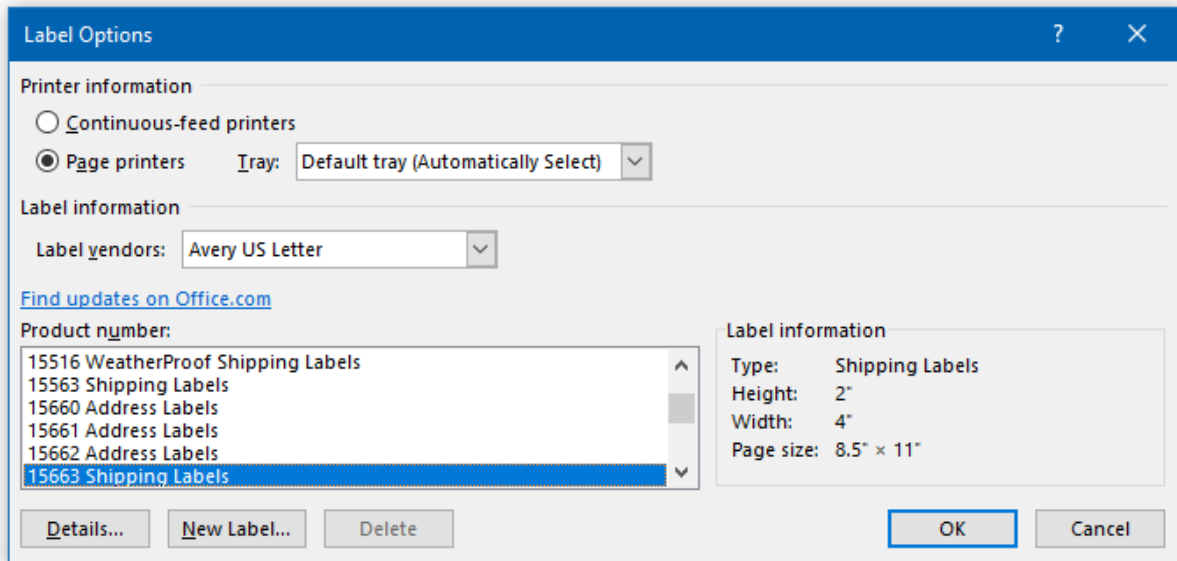
1. Open a new blank document in Microsoft Word.
2. Click on Mailings at the top toolbar.



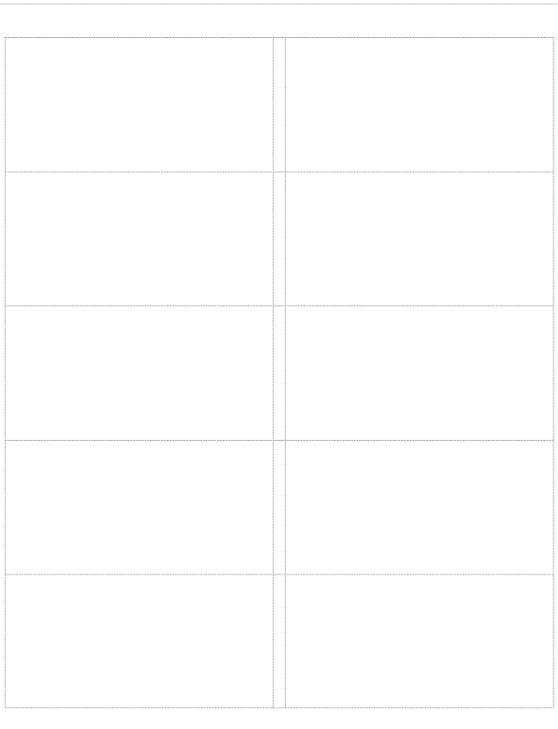
3. Click on the down arrow next to Start Mail Merge. Select Labels from the dropdown menu.



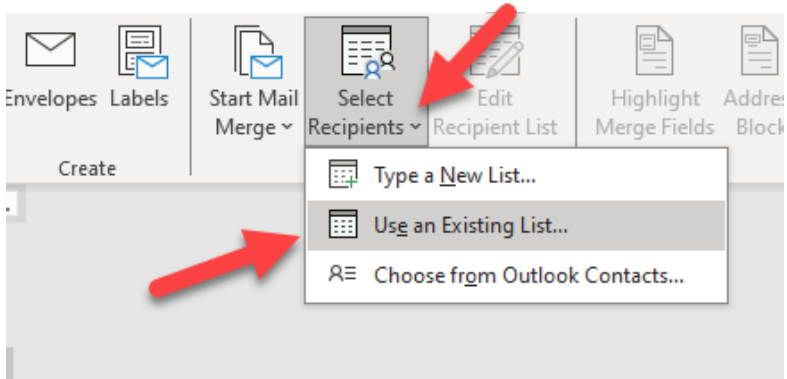
4. Select the appropriate label type. In this instance, it is the 2" x 4" Shipping Label. Click Ok.



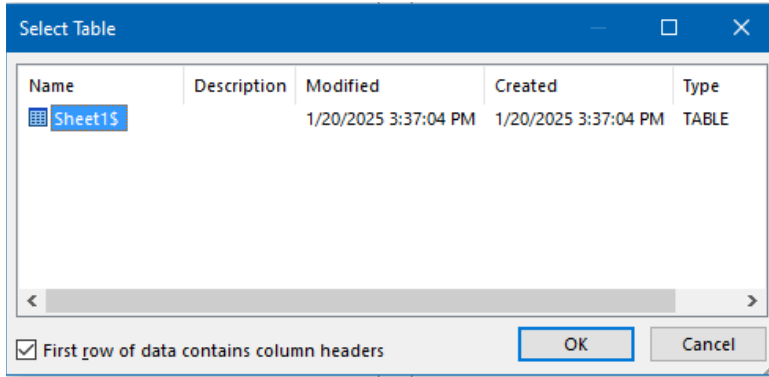
5. You will see a blank page of labels as shown.



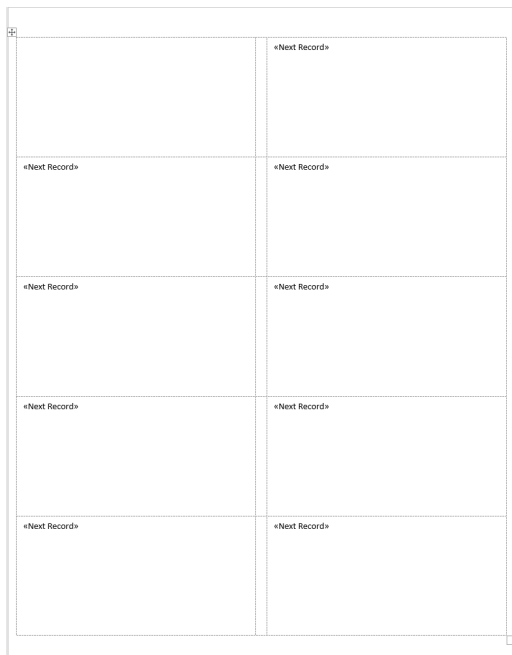
6. Click the down arrow on Select Recipients. Select Use an Existing List.



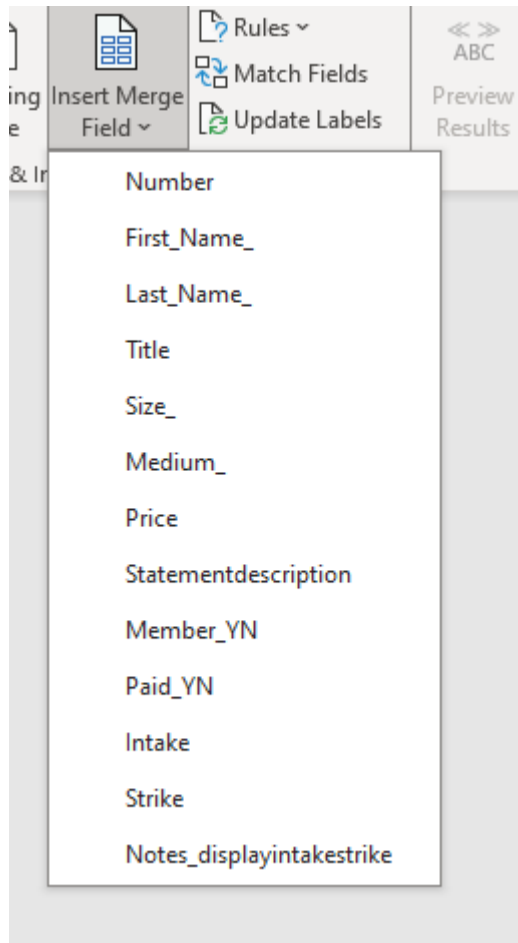
7. A new window will appear. Locate your Excel spreadsheet that is saved on your computer. Click OK as shown in below.



8. Your document will look similar to the image below.



- Click on the down arrow next to Insert Merge field. You will see a dropdown menu appear. These are all the Column Headers in the Excel spreadsheet.



- Click on Number. Press the Enter button to insert a line break.
- Click on the down arrow next to Insert Merge Field. Click on First Name. Press the Space bar.
- Click on Insert Merge Field. Click on Last Name. Press the Enter button to insert a line break.
- Click on Insert Merge Field. Click on Title. Press the Enter button to insert a line break.
- Click on Insert Merge Field. Click on Medium. Press Enter.
- Click on Insert Merge Field. Click on Price. Press Enter.

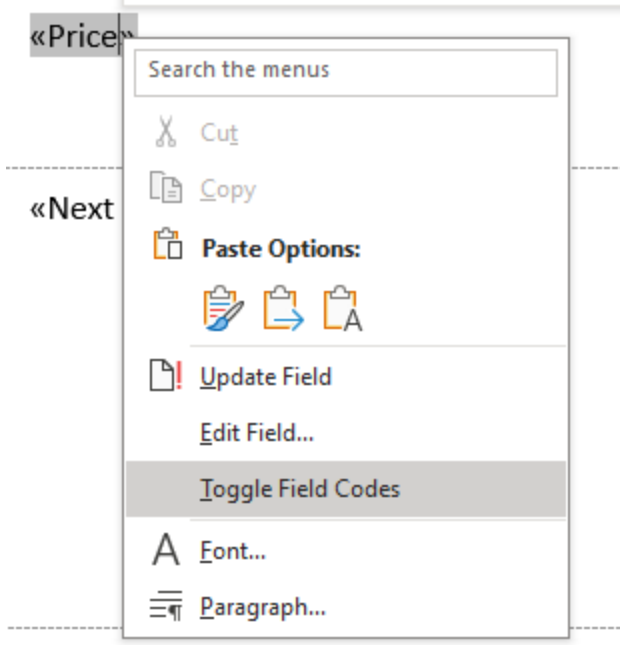
16. Your document should look similar to the image below.

⊕ «Number» «First_Name_» «Last_Name_» «Title» «Medium_» «Price»	«Next Record»
«Next Record»	«Next Record»
«Next Record»	«Next Record»
«Next Record»	«Next Record»
«Next Record»	«Next Record»

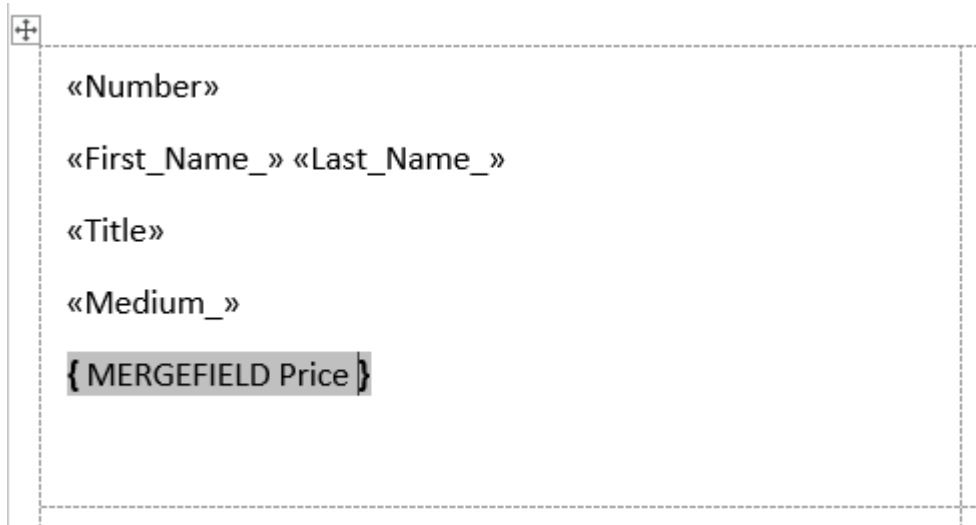
17. Mail Merge handles the dollar sign symbol in a unique manner. You will need to insert a formula to denote the dollar sign symbol. Follow these steps:
18. Click on the word <<Price>> to select the field as shown below.

«Number» «First_Name_» «Last_Name_» «Title» «Medium_» «Price»	«Next Record»
«Next Record»	«Next Record»

19. Right click on the highlighted word <<Price>>. Click on Toggle Field Codes.



20. Your page will look similar to the image below.



21. Add the following line of code after the word Price. (NO space between the word Price and the code:

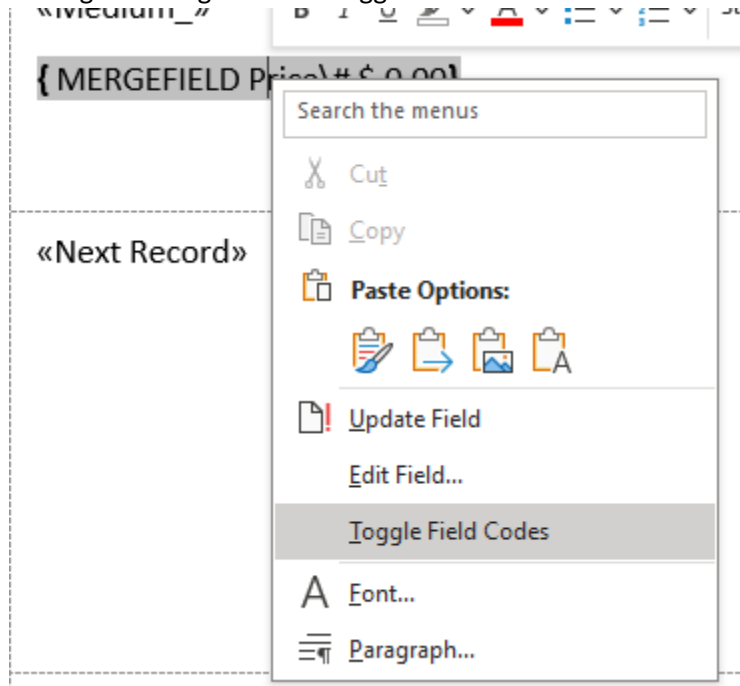
`\# $,0.00`

The full line will look like this: `{MERGEFIELD Price\# $,0.00 }`

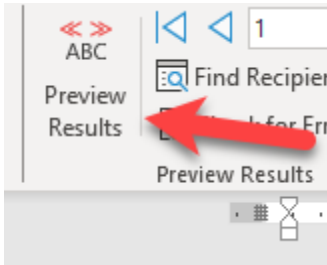
*Below is what you are typing, I included the space bar to help:*

Forward slash, Pound Sign, Space Bar, Dollar Sign, Comma, Zero, Period, Zero, Zero

22. Right click again. Click Toggle Field Codes to switch back to the regular view.



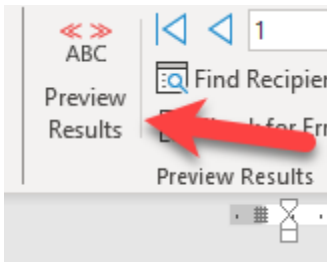
23. Now the excitement begins. Click on Preview Results.



24. Your page will look similar to the example shown below. (You will see the first entry on your Excel spreadsheet on the first label).

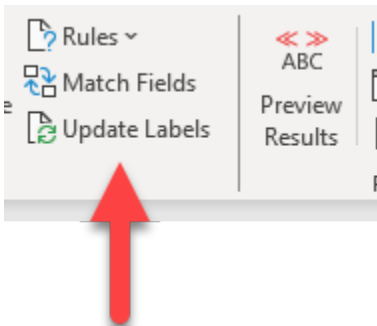
1	
Betty Smith	
Pretty Flowers	
Acrylic	
\$5,000.00	

25. Click on Preview Results again to toggle back to the set-up mode.





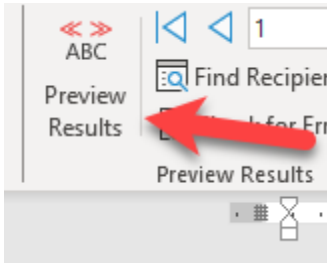
26. Click on Update Labels. This action will add code so that ALL the labels in the Excel spreadsheet will be added to the Word document.



27. Your page will look like the image below.

<p>«Number» «First_Name_» «Last_Name_» «Title» «Medium_» «Price»</p>	<p>«Next Record»«Number» «First_Name_» «Last_Name_» «Title» «Medium_» «Price»</p>
<p>«Next Record»«Number» «First_Name_» «Last_Name_» «Title» «Medium_» «Price»</p>	<p>«Next Record»«Number» «First_Name_» «Last_Name_» «Title» «Medium_» «Price»</p>
<p>«Next Record»«Number» «First_Name_» «Last_Name_» «Title» «Medium_» «Price»</p>	<p>«Next Record»«Number» «First_Name_» «Last_Name_» «Title» «Medium_» «Price»</p>
<p>«Next Record»«Number» «First_Name_» «Last_Name_» «Title» «Medium_» «Price»</p>	<p>«Next Record»«Number» «First_Name_» «Last_Name_» «Title» «Medium_» «Price»</p>
<p>«Next Record»«Number» «First_Name_» «Last_Name_» «Title» «Medium_» «Price»</p>	<p>«Next Record»«Number» «First_Name_» «Last_Name_» «Title» «Medium_» «Price»</p>

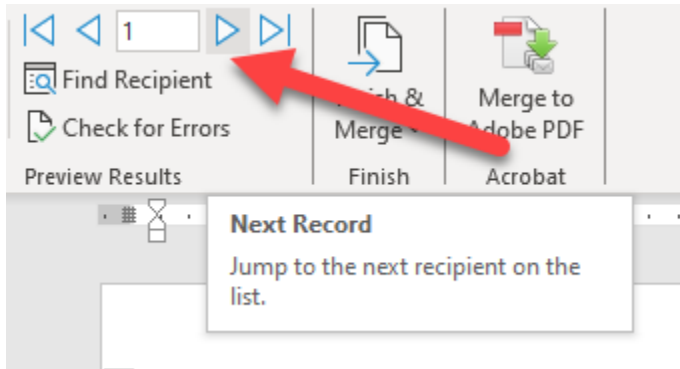
28. Click on Preview Results.



29. Your page will look similar to the example shown below. (your data will be different).

1 Betty Smith Pretty Flowers Acrylic \$5,000.00	2 Percy Sunshine Portrait of a Creepy Doll Charcoal \$1,000.00
3 Susie Que Memories Acrylic \$50.00	4 Betty Joe Cup of Joe Carved stone \$35.00
5 John Doe Doe, the Deer Watercolor \$600.00	6 Robert Bob Robertson Intrepid Marker \$1,200.00
7 Betty Lou Louis Bowl of Cherries Color Pencil \$60.00	8 Carol Carrollton A statement on pencils Collage \$180.00
9 Freddy Frederickson My love for frappuccinos Assemblage \$125.00	10 Thom Tommy Thomason III Studio 101 Acrylic with found objects \$1,999.00

30. You can preview other sheets by clicking on the arrow as shown. When you are finished previewing, click the Preview Results button to toggle back to the set-up mode.



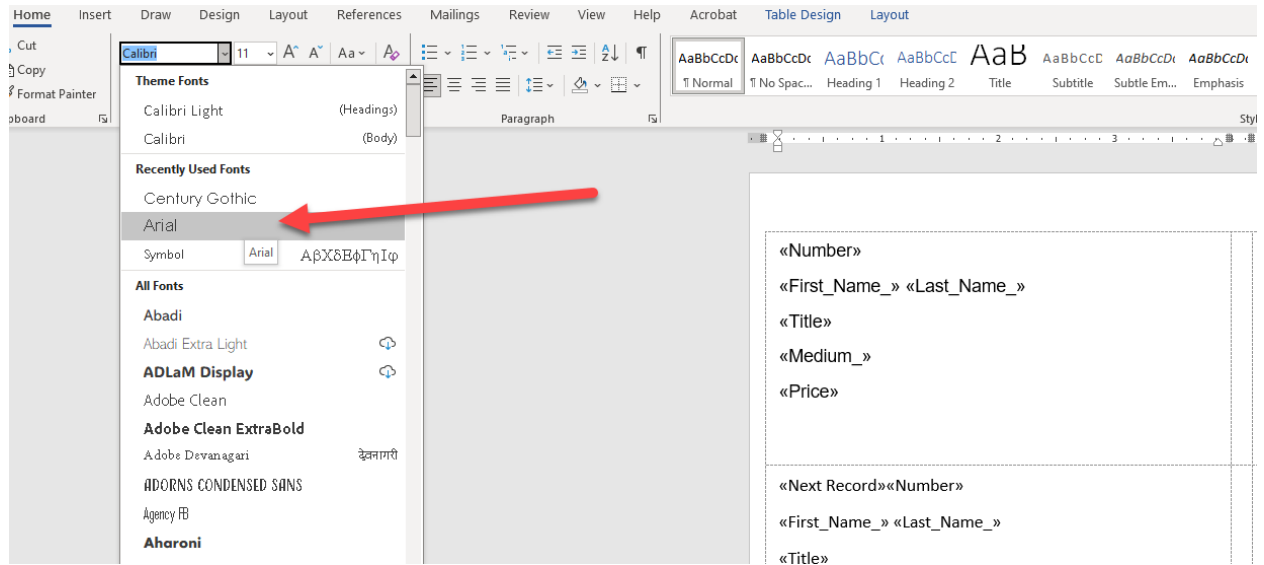
Note: Everything we have done so far is JUST SETTING UP THE DOCUMENT / PREVIEWING THE DOCUMENT. The actual "Mail Merge" process hasn't been completed.

## Formatting

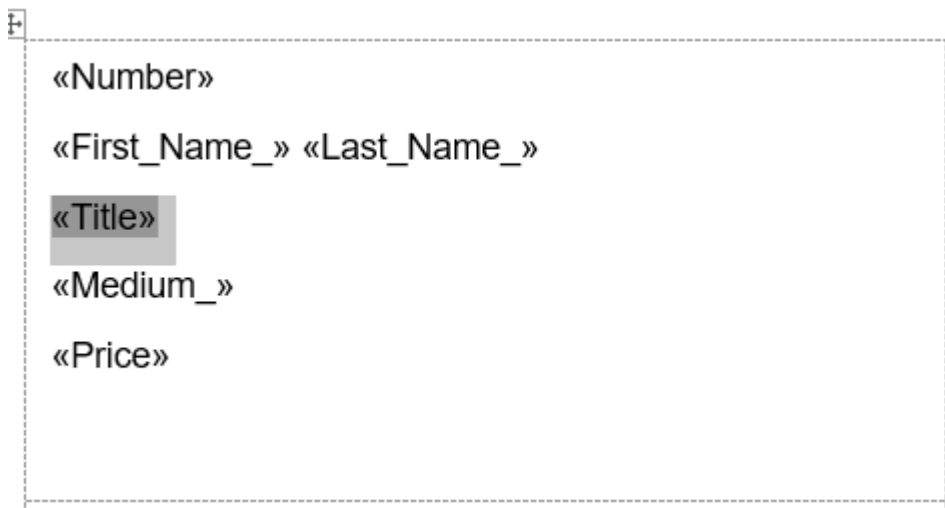
1. The labels are currently in the default font and font size that you have in your Word document. You can change the formatting at this stage. (Be sure you are in the set-up mode. If you are not, click on Preview Results to get back in the set-up mode).
2. Select all the contents in the first label as shown.

<p>+ «Number» «First_Name_» «Last_Name_» «Title» «Medium_» «Price»</p>	<p>«Next Record»«Number» «First_Name_» «Last_Name_» «Title» «Medium_» «Price»</p>
<p>«Next Record»«Number» «First_Name_» «Last_Name_» «Title» «Medium_» «Price»</p>	<p>«Next Record»«Number» «First_Name_» «Last_Name_» «Title» «Medium_» «Price»</p>
<p>«Next Record»«Number» «First_Name_» «Last_Name_» «Title» «Medium_» «Price»</p>	<p>«Next Record»«Number» «First_Name_» «Last_Name_» «Title» «Medium_» «Price»</p>

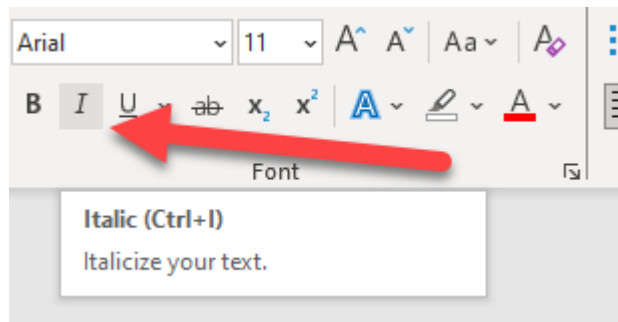
### 3. Select Ariel.



### 4. Select the Title field as shown.

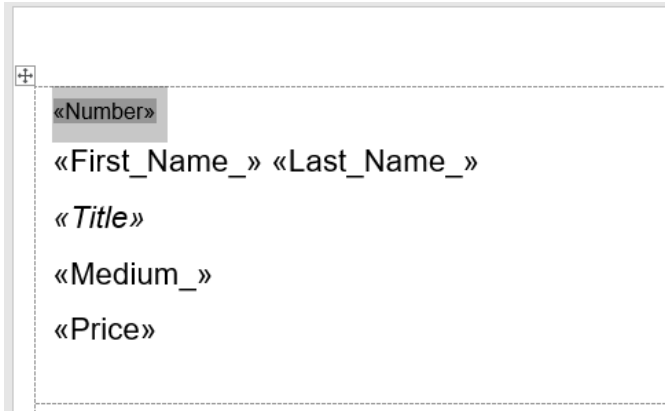


### 5. Click the Italicize button. (Or Ctrl + I).

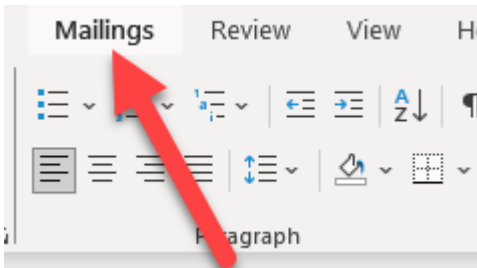


### 6. Select all the contents in the first label again. Change the size to 14.

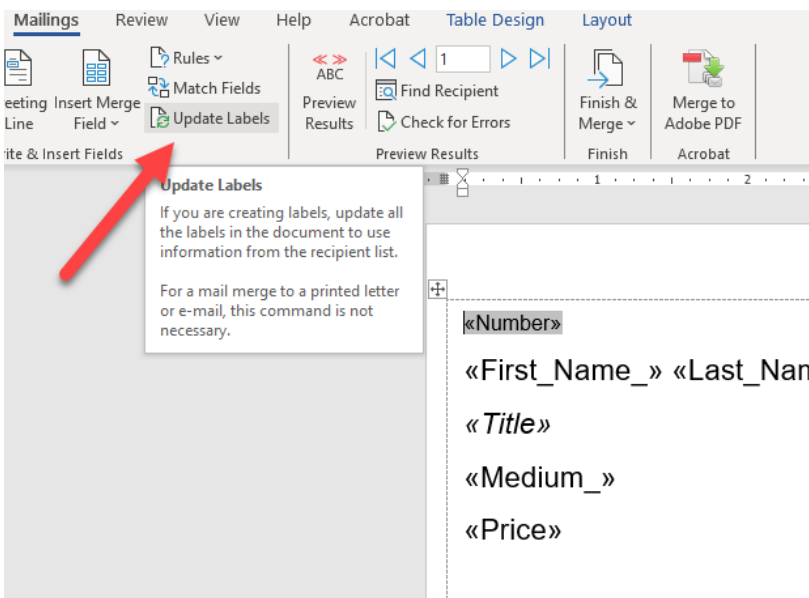
7. Select the Number field only. Change the size to 10 or 11. *The Number field is for the VAL to easily track the labels. We also need space to fit all content on the label for some of our longer titled artworks, so a smaller font size is being used)*



8. Click on Mailings at the top toolbar.



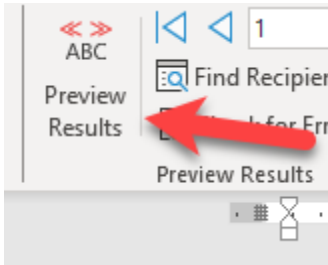
9. **IMPORTANT!** Click on Update Labels. This function updates ALL the labels in your document to the new formatting you created. You must always click the Update Labels function when you change a label's formatting.



10. Your document will now look similar to the image below. Notice that the fields are now in Ariel, are in a larger font and have the Title italicized.

<p>«Number»</p> <p>«First_Name_» «Last_Name_»</p> <p>«<i>Title</i>»</p> <p>«Medium_»</p> <p>«Price»</p>	<p>«Next Record»«Number»</p> <p>«First_Name_» «Last_Name_»</p> <p>«<i>Title</i>»</p> <p>«Medium_»</p> <p>«Price»</p>
<p>«Next Record»«Number»</p> <p>«First_Name_» «Last_Name_»</p> <p>«<i>Title</i>»</p> <p>«Medium_»</p> <p>«Price»</p>	<p>«Next Record»«Number»</p> <p>«First_Name_» «Last_Name_»</p> <p>«<i>Title</i>»</p> <p>«Medium_»</p> <p>«Price»</p>
<p>«Next Record»«Number»</p> <p>«First_Name_» «Last_Name_»</p> <p>«<i>Title</i>»</p> <p>«Medium_»</p> <p>«Price»</p>	<p>«Next Record»«Number»</p> <p>«First_Name_» «Last_Name_»</p> <p>«<i>Title</i>»</p> <p>«Medium_»</p> <p>«Price»</p>
<p>«Next Record»«Number»</p> <p>«First_Name_» «Last_Name_»</p> <p>«<i>Title</i>»</p> <p>«Medium_»</p> <p>«Price»</p>	<p>«Next Record»«Number»</p> <p>«First_Name_» «Last_Name_»</p> <p>«<i>Title</i>»</p> <p>«Medium_»</p> <p>«Price»</p>
<p>«Next Record»«Number»</p> <p>«First_Name_» «Last_Name_»</p> <p>«<i>Title</i>»</p> <p>«Medium_»</p> <p>«Price»</p>	<p>«Next Record»«Number»</p> <p>«First_Name_» «Last_Name_»</p> <p>«<i>Title</i>»</p> <p>«Medium_»</p> <p>«Price»</p>

11. Click the Preview Results button to preview actual labels with the new formatting.



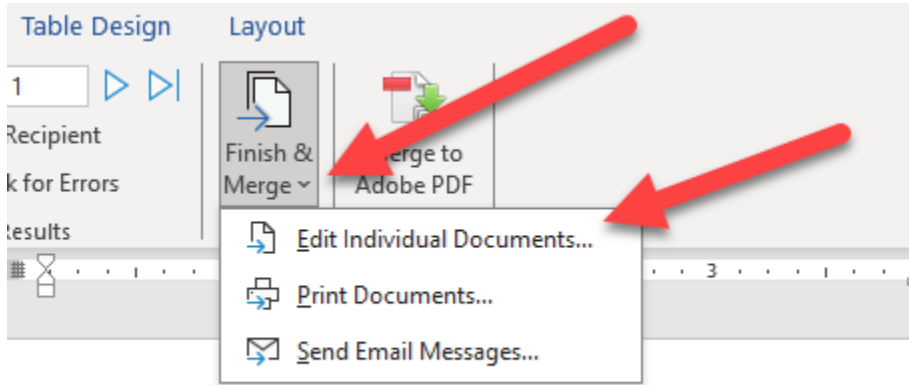
12. Your document will look similar to the example shown. (You will have different data).

1 Betty Smith <i>Pretty Flowers</i> Acrylic \$5,000.00	2 Percy Sunshine <i>Portrait of a Creepy Doll</i> Charcoal \$1,000.00
3 Susie Que <i>Memories</i> Acrylic \$50.00	4 Betty Joe <i>Cup of Joe</i> Carved stone \$35.00
5 John Doe <i>Doe, the Deer</i> Watercolor \$600.00	6 Robert Bob Robertson <i>Intrepid</i> Marker \$1,200.00
7 Betty Lou Louis <i>Bowl of Cherries</i> Color Pencil \$60.00	8 Carol Carollton <i>A statement on pencils</i> Collage \$180.00
9 Freddy Frederickson <i>My love for frappuccinos</i> Assemblage \$125.00	10 Thom Tommy Thomason III <i>Studio 101</i> Acrylic with found objects \$1,999.00

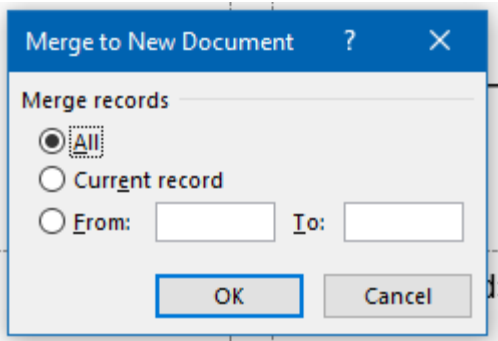


Note: The formatting I provided: Font Ariel, the Number Field size 10, Title italicized, are suggestions and ideal scenarios. The goal is to be able to read the content and fit the content on the labels. There will be some artists' names and titles that may be extra-long. We will address those special cases later.

13. Click on the down arrow button next to Finish & Mail Merge. Click on Edit Individual Documents. This step is the official "Mail Merge function that creates your labels.



14. Click All and click OK.



15. A NEW document will open that displays your Mail Merged labels. See my example below. Note, my file only had 16 artist submissions in the Excel file. Your file will have many pages of artists' submissions.

1 Betty Smith <i>Pretty Flowers</i> Acrylic \$5,000.00	2 Percy Sunshine <i>Portrait of a Creepy Doll</i> Charcoal \$1,000.00	11 Kate Kateson <i>To Be An Artist</i> Acrylic on cardboard \$60.00	12 Flora Floreson <i>My favorite shoe</i> Textiles \$70.00
3 Susie Que <i>Memories</i> Acrylic \$50.00	4 Betty Joe <i>Cup of Joe</i> Carved stone \$35.00	13 Jared Jareson <i>Portrait of a sandwich</i> Acrylic \$127.00	14 Emily Emerson <i>Why not?</i> Color Pencil \$1,000.00
5 John Doe <i>Doe, the Deer</i> Watercolor \$600.00	6 Robert Bob Robertson <i>Intrepid</i> Marker \$1,200.00	15 Dottie Dotson <i>My love of triangles</i> Oil painting \$800.00	16 Sally Sallerton <i>Is this art for sale?</i> Acrylic \$12,000.00
7 Betty Lou Louis <i>Bowl of Cherries</i> Color Pencil \$60.00	8 Carol Carollton <i>A statement on pencils</i> Collage \$180.00		
9 Freddy Frederickson <i>My love for frappuccinos</i> Assemblage \$125.00	10 Thom Tommy Thomason III <i>Studio 101</i> Acrylic with found objects \$1,999.00		

16. It is during this stage that you may discover some labels have extra long content that does not fit. (My example shows all content fitting. Cycle through each page to see if any material is cut off. Example, the pricing will be the first thing to disappear). You will need to manually edit the single label to make it fit.)
17. Double check there aren't a billion blank pages at the end. If there are, delete those pages. (This happened when I did the Mail Merge with the Google Spreadsheet, that is why I had you copy the contents of the Google Spreadsheet into an Excel Spreadsheet).
18. Once the file has been reviewed and edited, save the document.

19. Next, Save the file as a PDF document. You will print from the PDF file. Before printing, double check there aren't any excess/blank pages of labels at the end of the document. As a precaution, print Page 1 only on blank paper. Hold it up to a sheet of labels to make sure everything fits properly.

**NOTE:** You should still have the Mail Merge document open. (The document with all the fields that you set up.) Save this file. You can use it to rerun a Mail Merge for the same document or a new document.

### **Description Labels**

The instructions you followed guided you to create the Name Labels. Repeat the steps to create Artwork Description labels. Note, some descriptions will run a little long, you will need to double check all content fits and adjust as necessary. Consult with the curator if the content is excessively long – it may need to be edited down.

Important: When I ran the Mail Merge for the Descriptions the LONG descriptions were truncated. I had to manually double check / proof that all content was on the labels. When it was missing, I copy and pasted the content from the Excel spreadsheet into the label.

As with anything involving people and variables, there's no substitute for proofing. Please review all content before printing.

Instructions written by Denise Holguin, 2025.