

## How to Print Mailing Labels

1. Log in under Member Area
2. Under Reporting Center, choose Organizational Query Tool
3. Type in your Auxiliary number for Organization Acronym
4. Under Member Type, choose All.
5. Under Living or Deceased, choose Living.
6. Under Status, choose All
7. Under Transfers, choose All.
8. Click View Report.
9. NOTE: The options might change if you wanted to mail to a certain segment of your membership, for example, only Life Members or only New Members.
10. Export the report to Excel.
11. Save the document with a logical name and in a location on your computer where you can find it. EXAMPLE: AUX2864-Labels-1-12, which shows your Auxiliary number, the file's intention and the date it was created. This becomes your working file from which you can add and delete information.
12. Open a blank Word document and choose Mailings from the top menu options.
13. Click on Start Mail Merge. From that drop down menu, choose Labels.
14. A Label Options pop-up menu will appear. Choose the option that applies to the labels you are using. EXAMPLE: Label Vendors: Avery US Letter; Product Number: 5960 Easy Peel Address Labels. Label boxes will appear on your blank Word document.
15. Click on Select Recipients and choose Existing List from the drop down menu.
16. The pop up window will prompt you to choose a file. Go to the location where you saved your Excel document. Your label boxes will fill with <<Next Record>>.
17. Click on the Insert Merge Field. You will get a drop down menu of every data option from your Excel file's columns. For example, Name, address, Department, Members Type, etc.
18. If you are simply creating mailing labels, you would choose First SPACE Last, hit return and choose Address\_1, hit return, City SPACE State SPACE and Zip, putting each in the location you want them to appear on the label.
19. Once you create that first label's format, you can change things like font and point size.
20. Then click on Update Labels. This should format every label box exactly the same.
21. Click on Preview Results. This should populate every label box with each member's information.
22. Finally, click on Finish & Merge and choose Print Documents from the drop down menu. This should print your mailing labels.