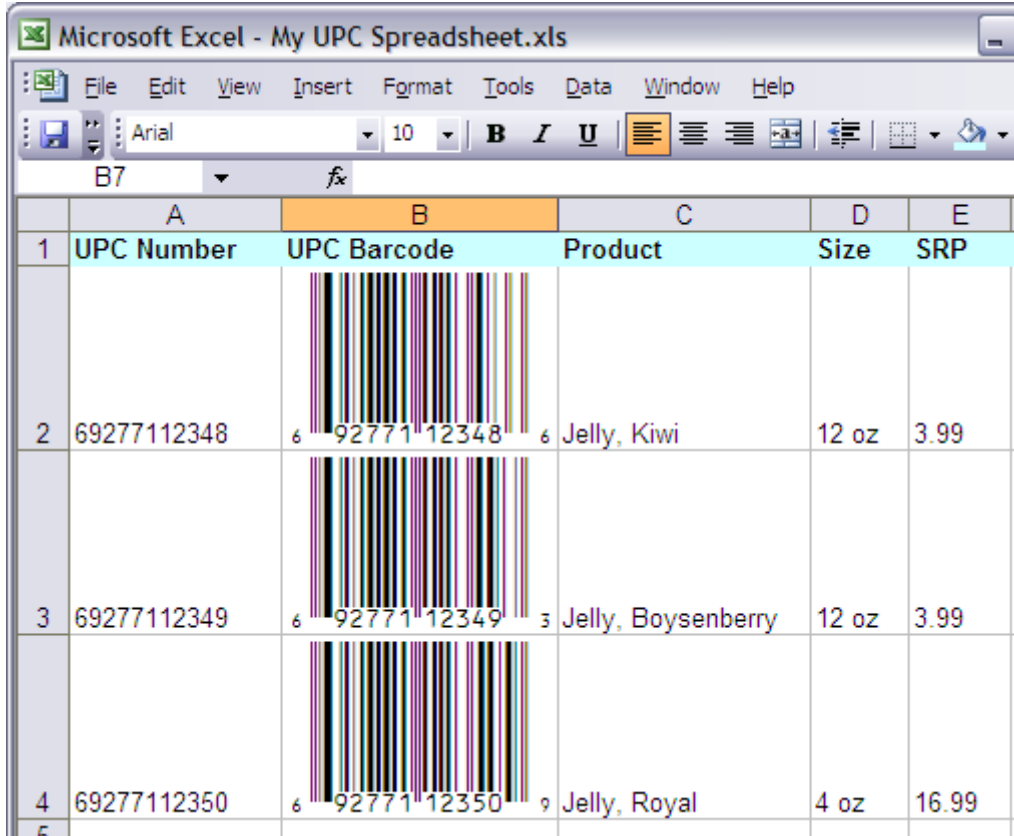


How to Merge a Microsoft Excel 2003 Spreadsheet with a Microsoft Word 2003 Label Template

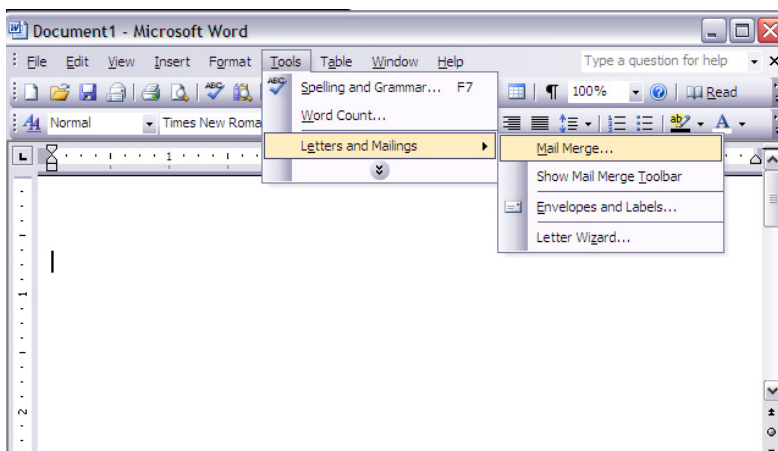
These instructions are specific to Microsoft Office 2003. Please visit www.BarcodeFontSoftware.com/Word for information about how to do a Mail Merge with different versions of Microsoft Office. To learn more about creating barcodes in batches in Microsoft Excel, visit www.BarcodeFontSoftware.com/Excel.

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

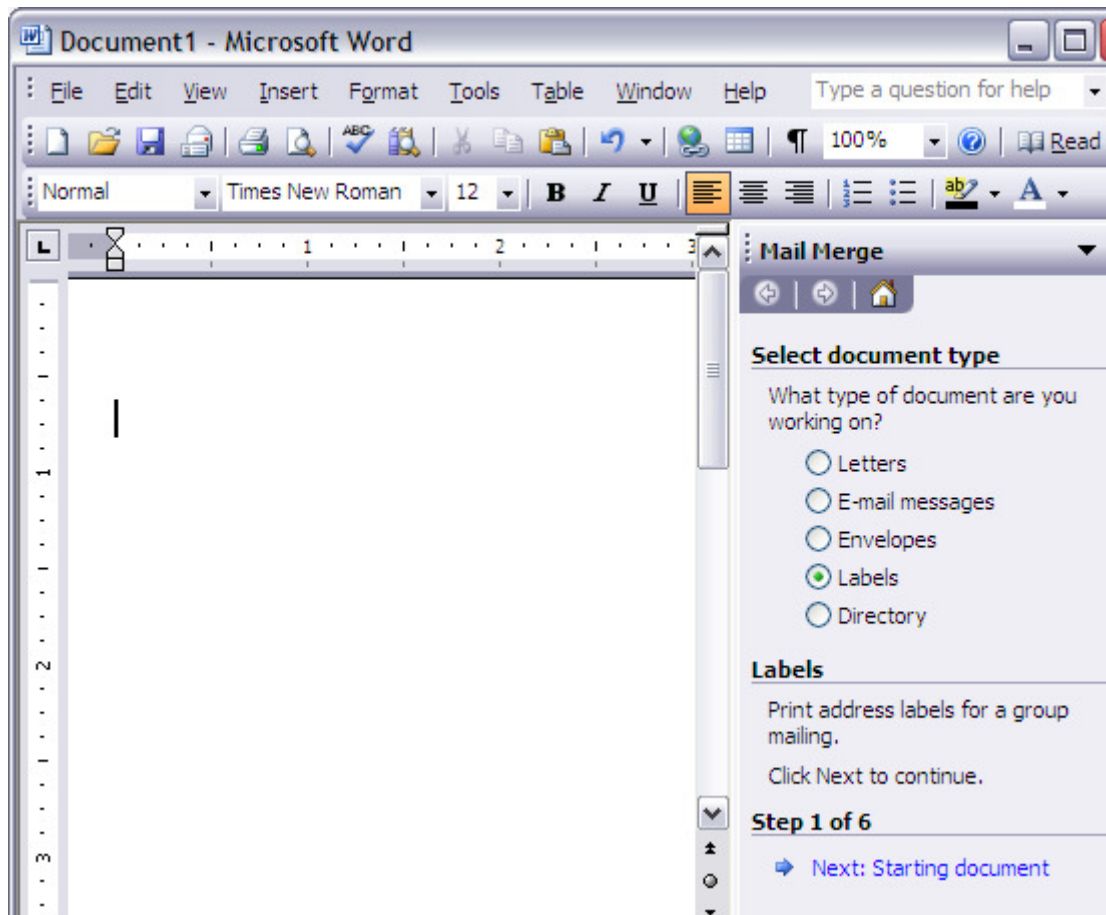


	A	B	C	D	E
1	UPC Number	UPC Barcode	Product	Size	SRP
2	69277112348	6 92771 12348 6	Jelly, Kiwi	12 oz	3.99
3	69277112349	6 92771 12349 3	Jelly, Boysenberry	12 oz	3.99
4	69277112350	6 92771 12350 9	Jelly, Royal	4 oz	16.99
5					

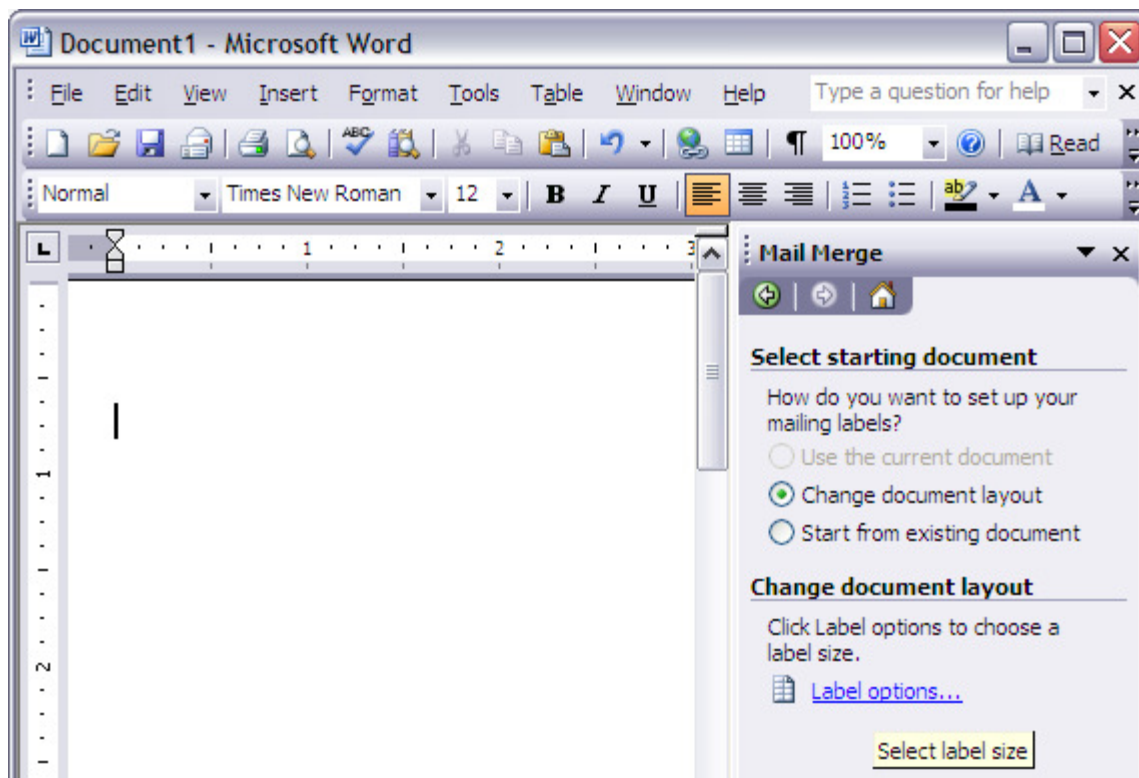
2. Open a new Microsoft Word document. Click on 'Tools', then 'Letters and Mailings', then 'Mail Merge'.



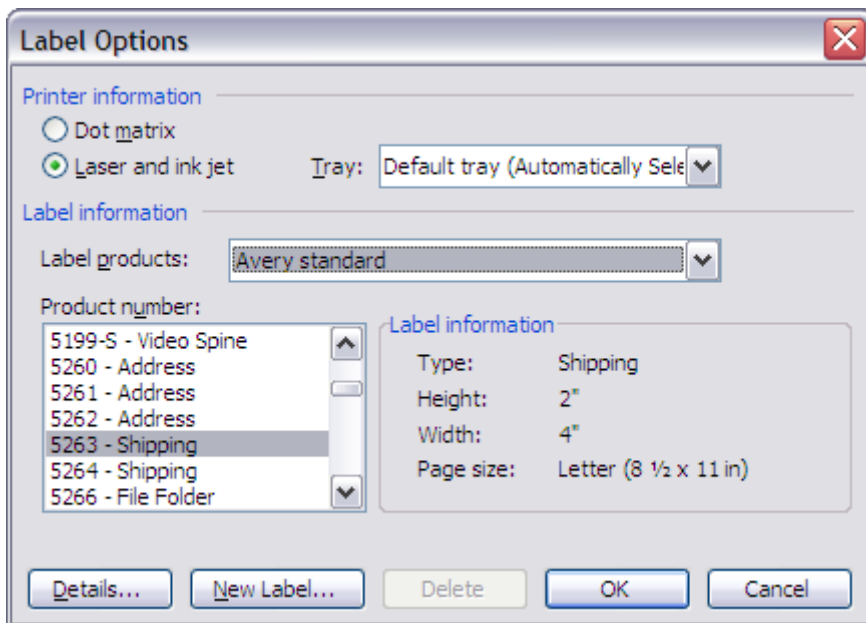
3. In the new right-hand pane, select Labels, then click 'Next: Starting document'.



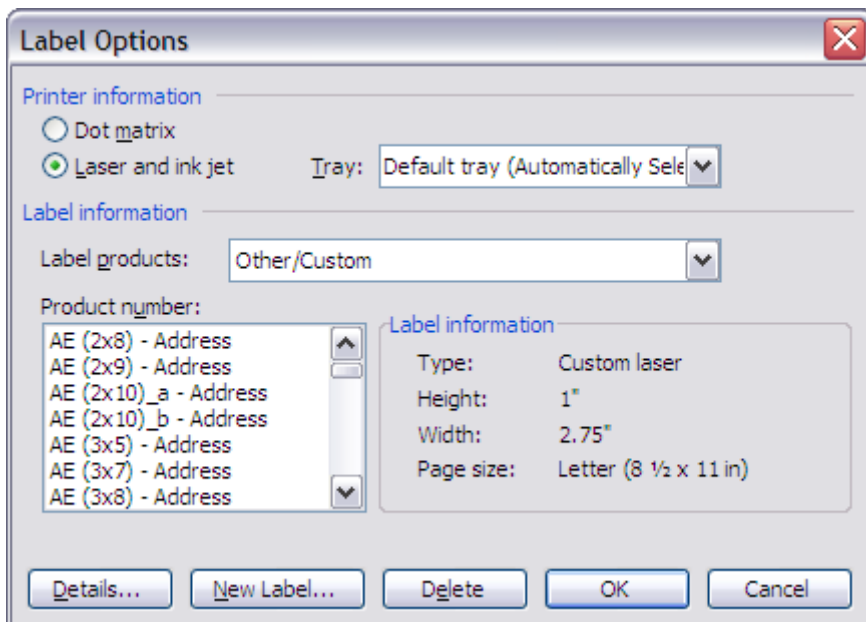
4. Under 'Select starting document' select 'Change document layout'. In the 'Change document layout' section, click 'Label options'.



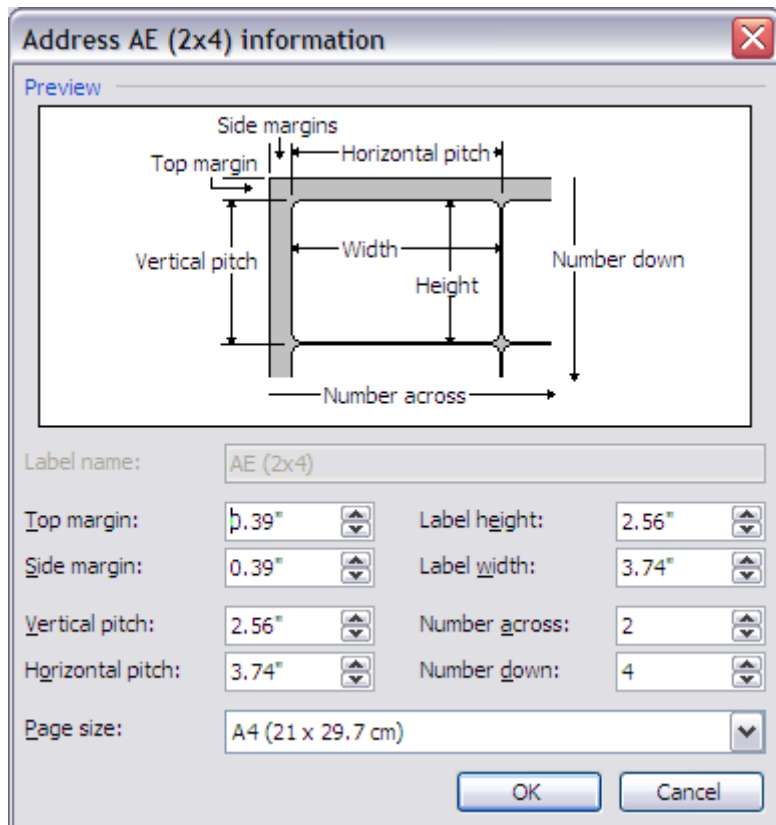
5. In the new Label Options window, choose a 'Label products' brand, then a specific label. In this example, Avery™ standard for brand and product number 5263 for the specific label. Click OK.



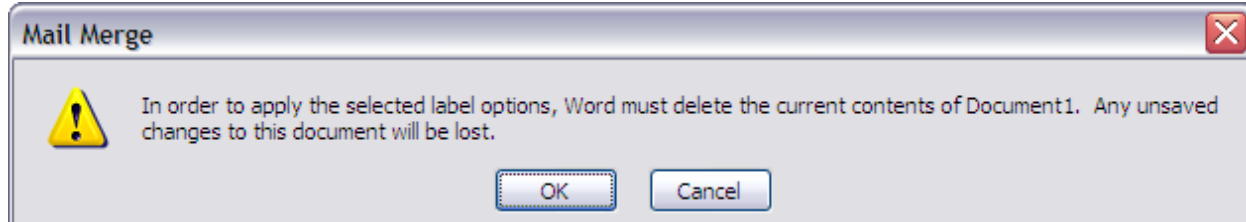
If you prefer, you can create a custom label. Under 'Label products' choose 'Other/Custom'.



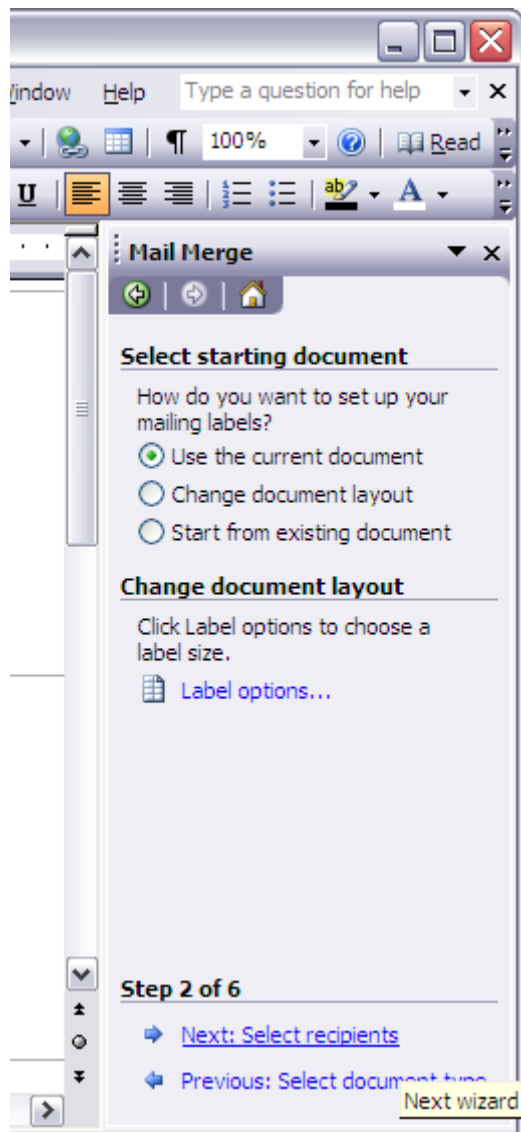
then click in the 'Label information' area and a new window will open:



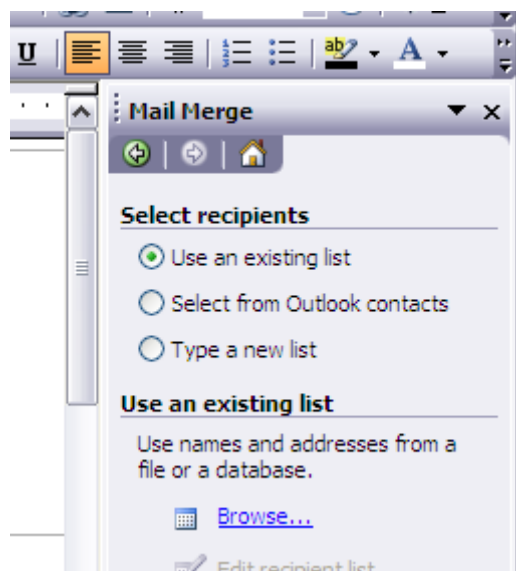
Change the dimensions of the label as necessary, name it, then click OK, then click OK again. In either instance, Word will warn you that your document format is changing- click OK.



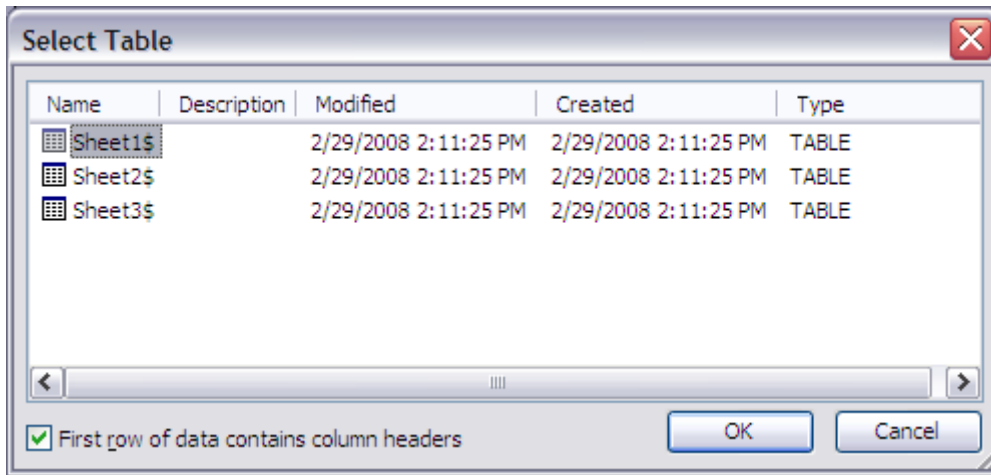
6. Click 'Next: Select recipients:'



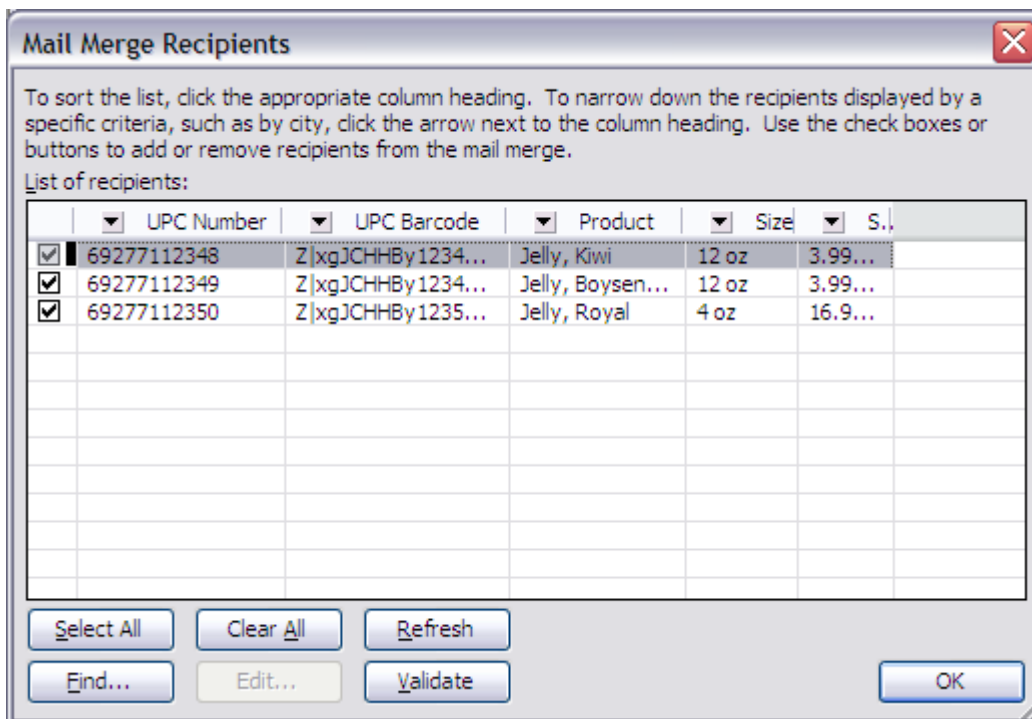
7. Under 'Select recipients' select 'Use an existing list', then 'Browse'



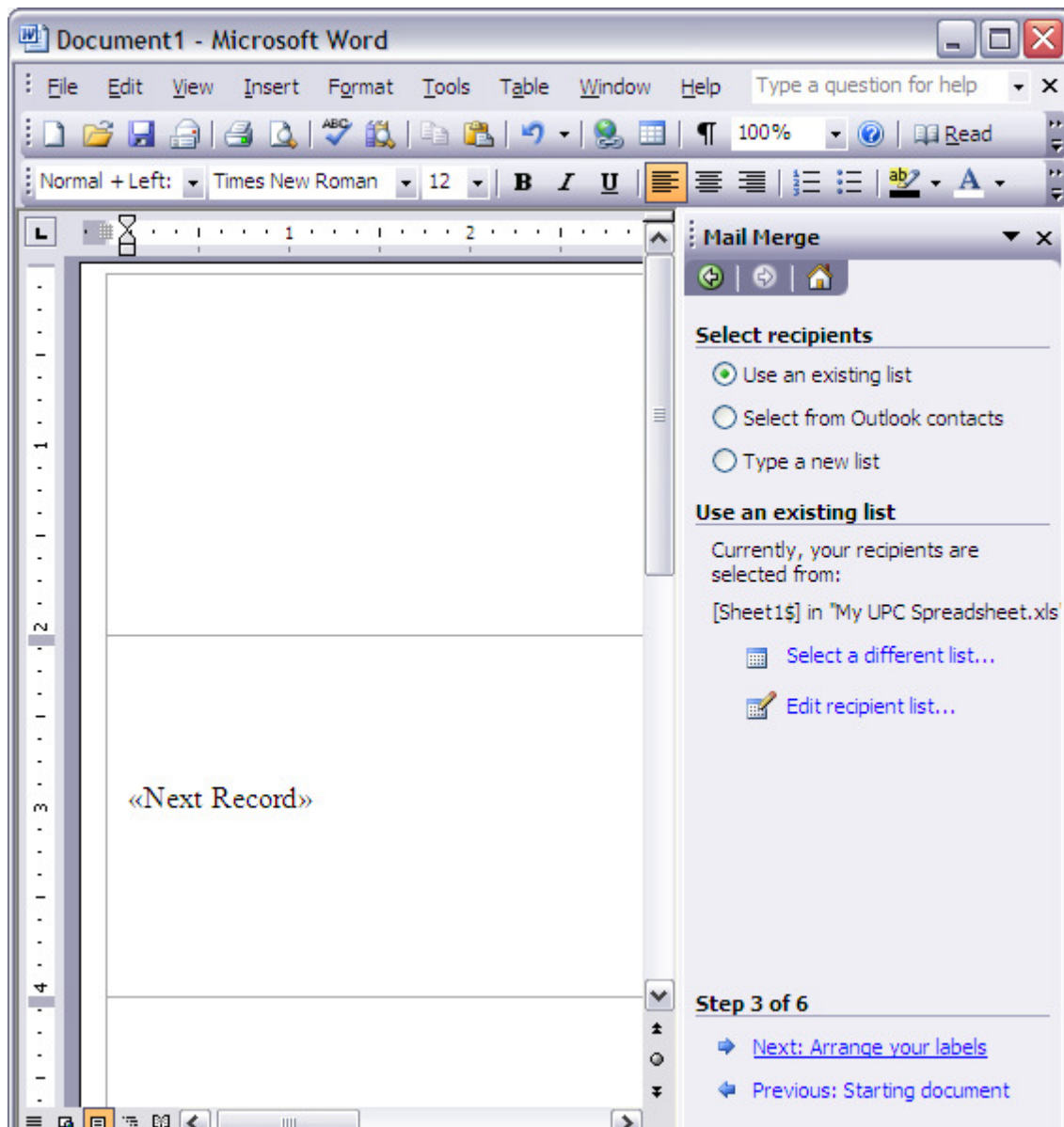
8. In the new window browse for the location of your Excel spreadsheet. Select the sheet in your spreadsheet where you'll pull barcodes from. Click OK.



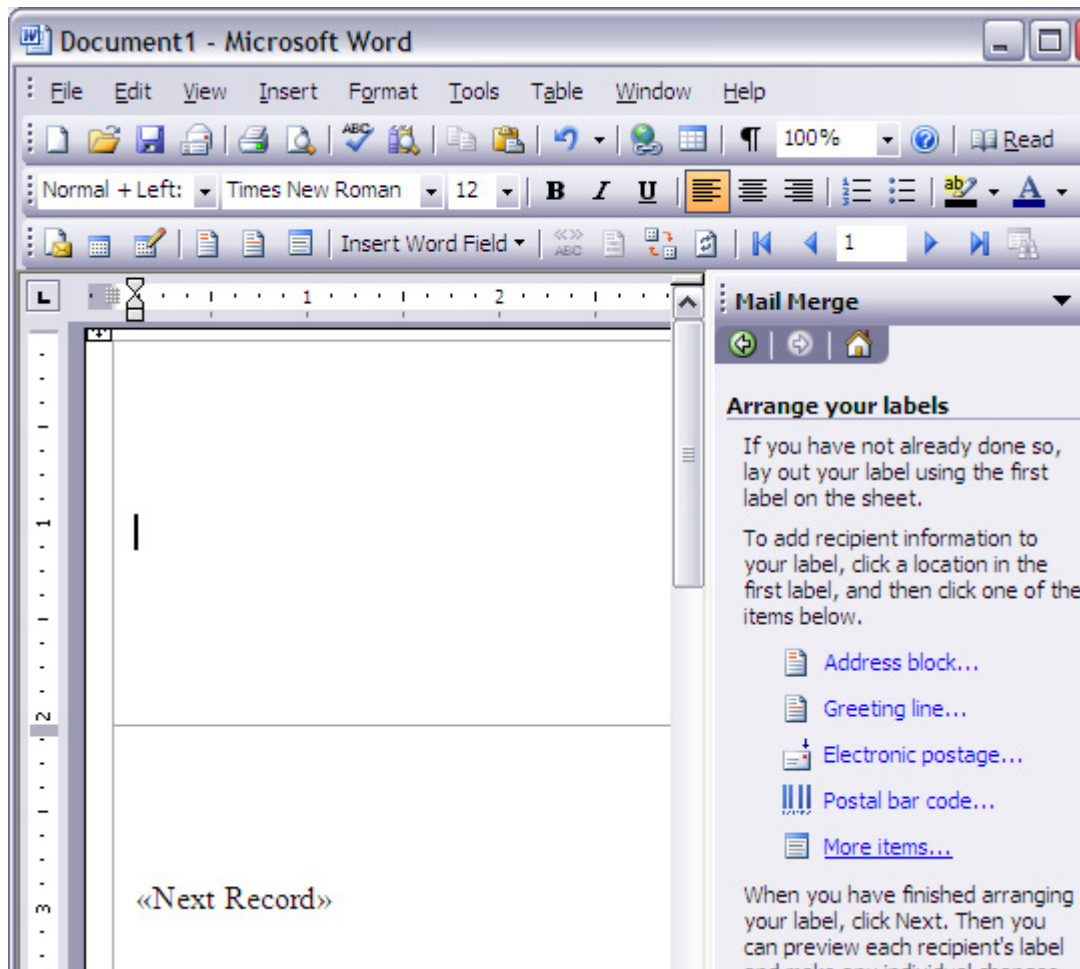
9. Choose which barcode field you want to make your labels from. In this example, we're making one label each of multiple barcodes. To make many labels of a single barcode or a few barcodes, choose them in this step. Click OK.



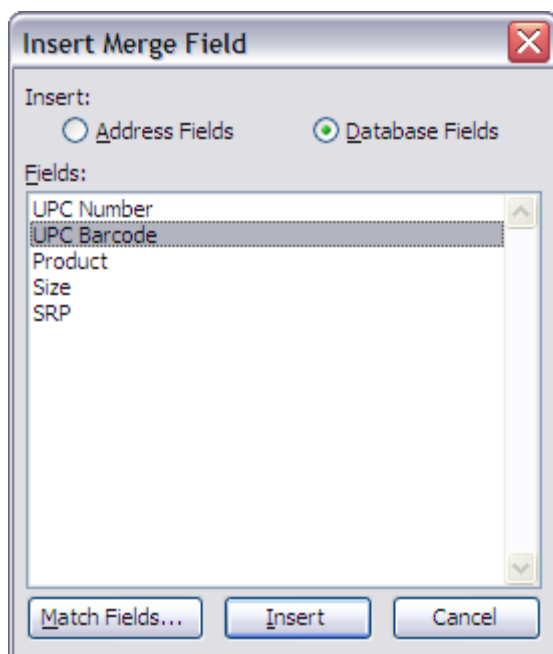
10. Click 'Next: Arrange your labels'



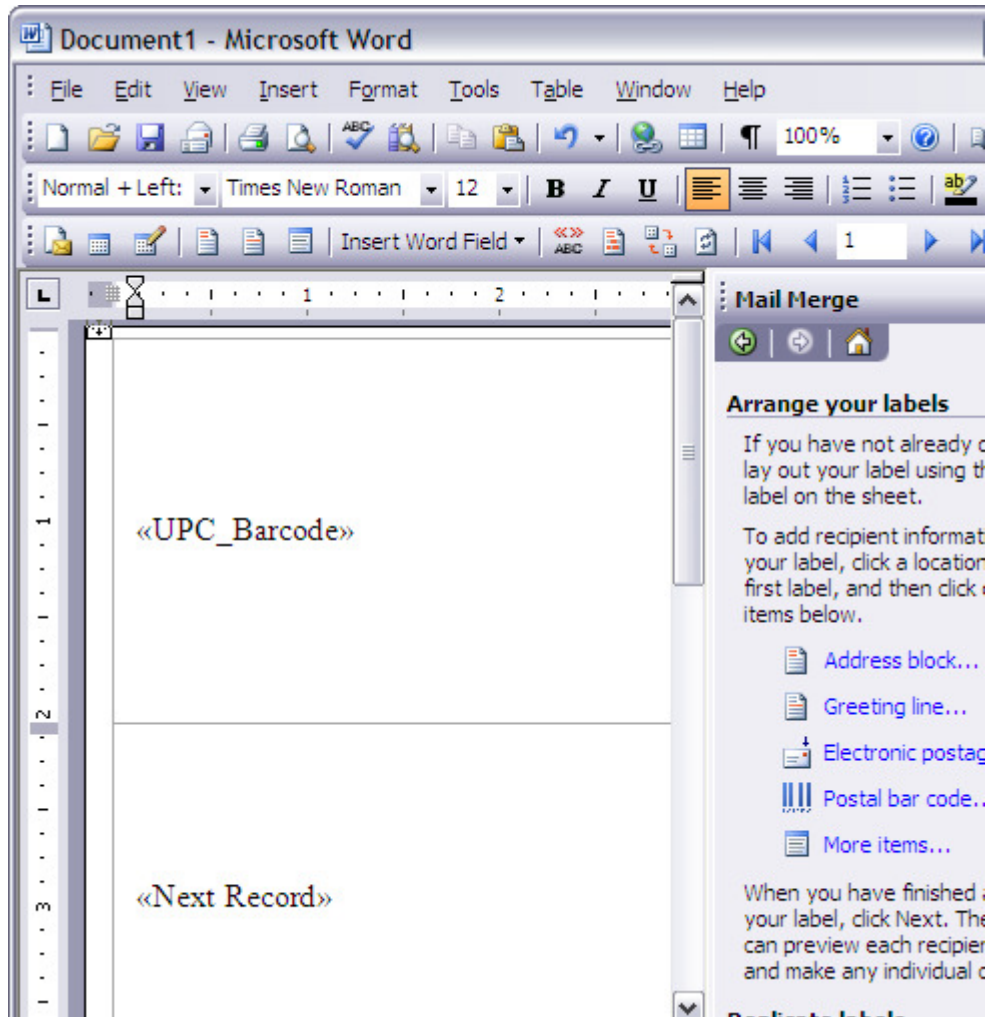
11. Place your cursor in the first label, then click “More items...”



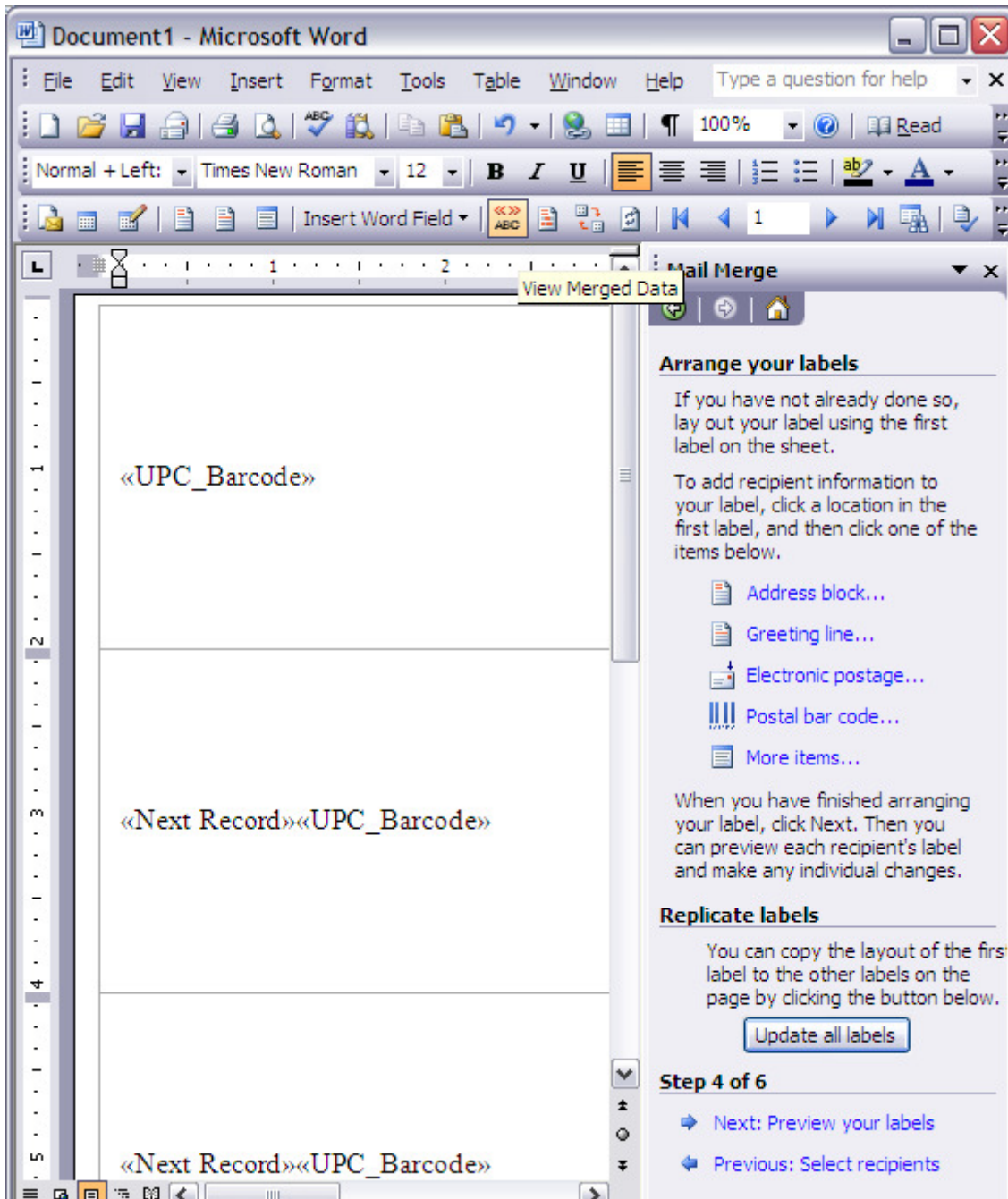
Choose your barcode field, then 'Insert', then 'Close'.



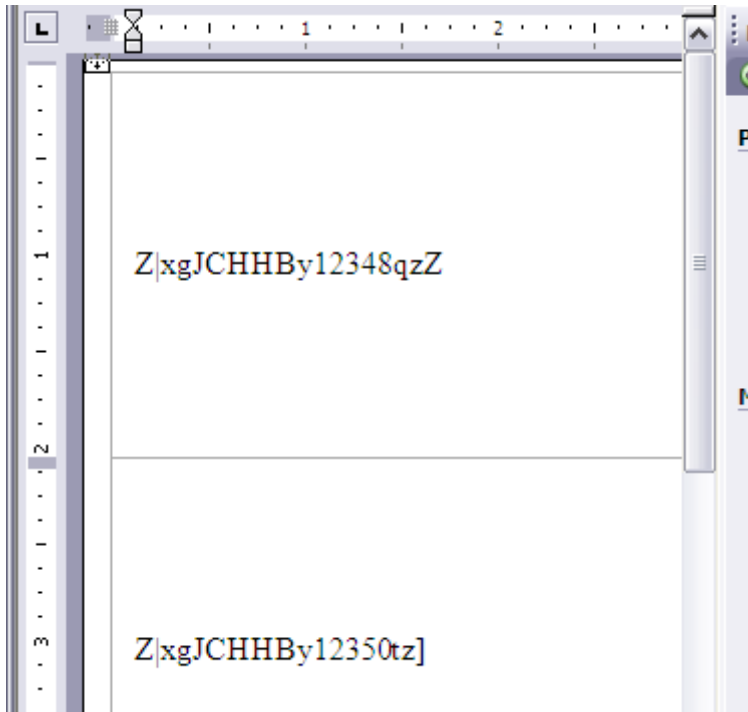
Your result will look something like this:



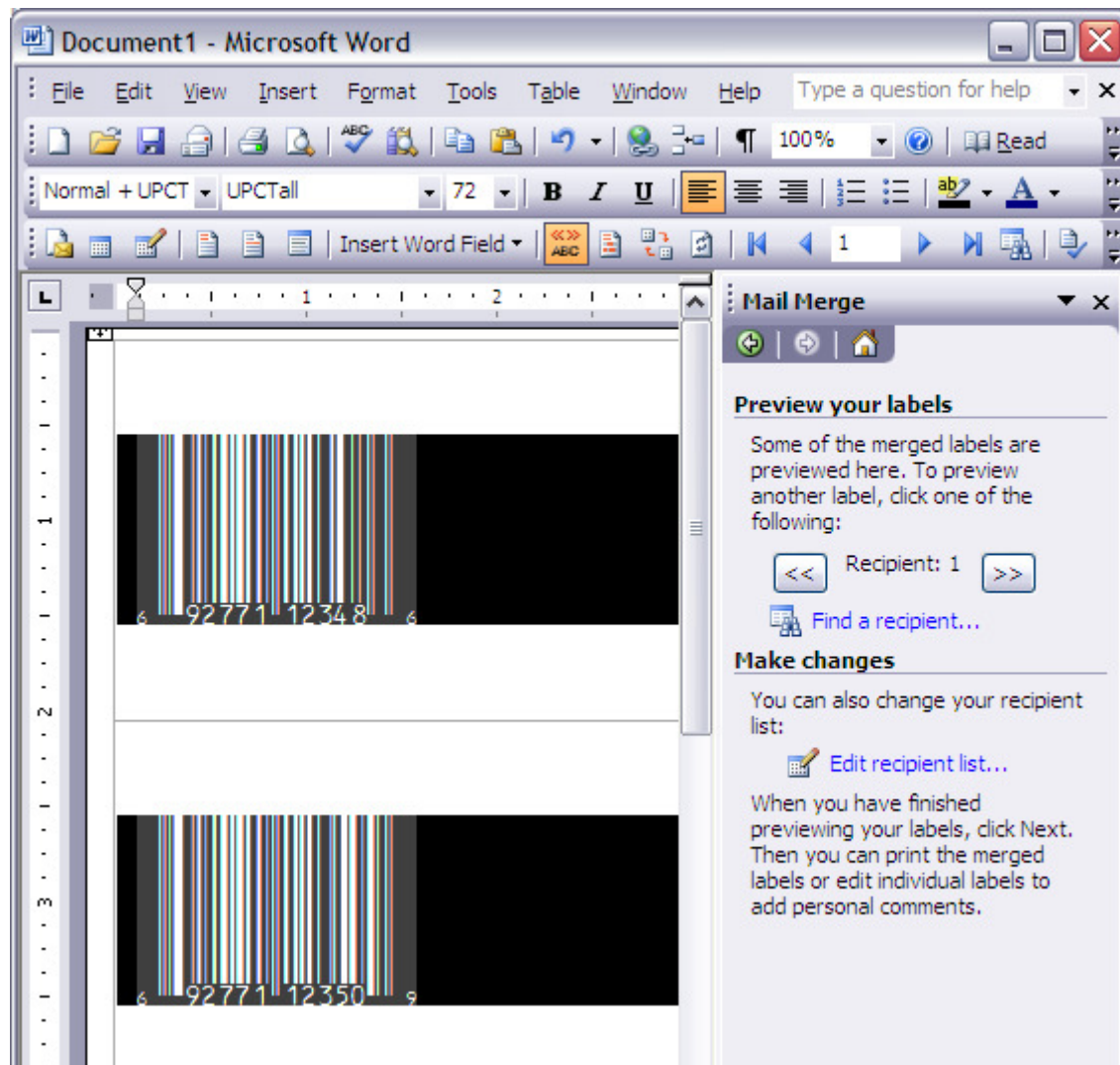
12. Click the 'Update all labels' button. Your result will look something like this:



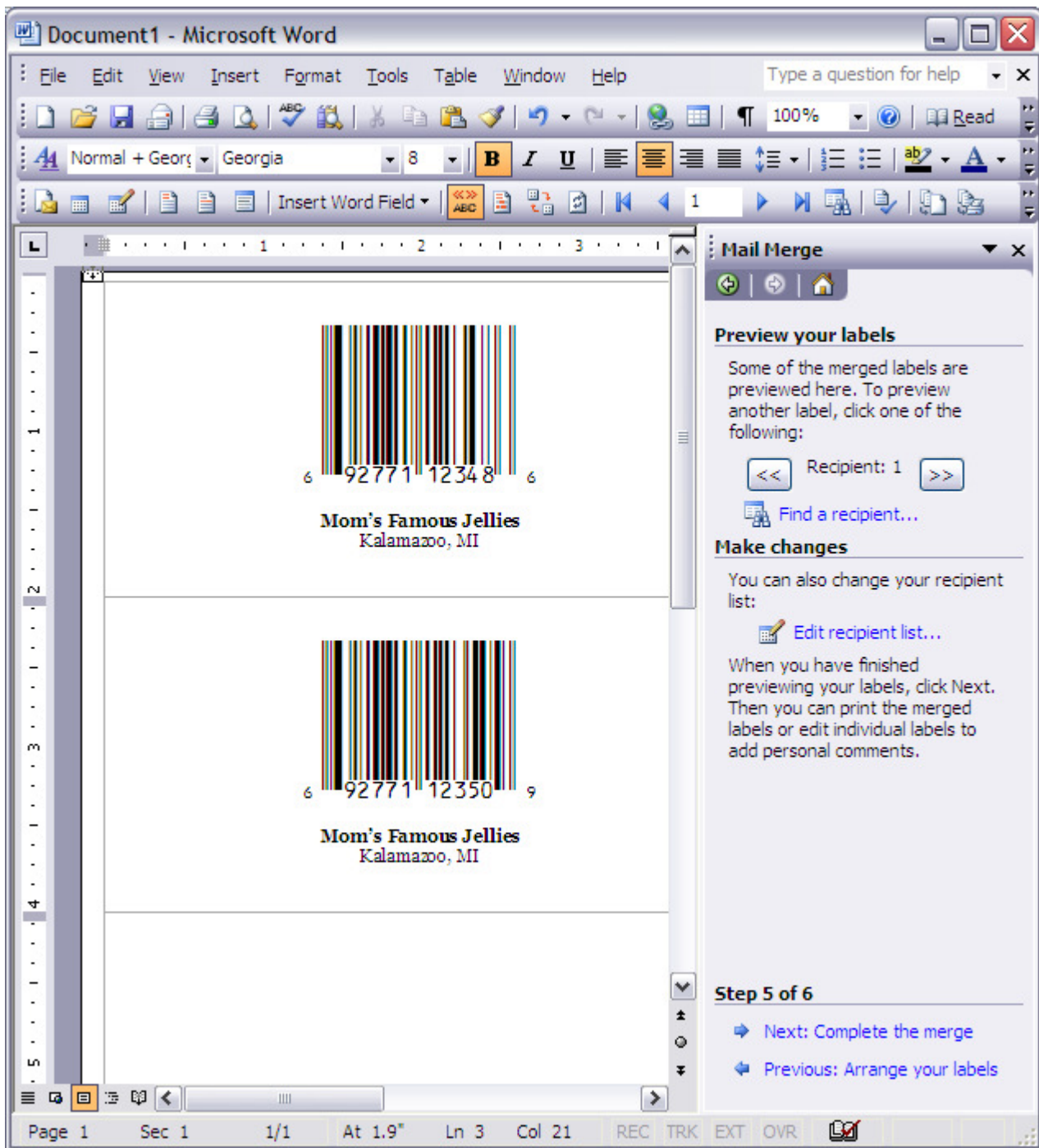
13. Click 'Next: Preview your labels'. Your result will be similar to this:



14. Go to 'Edit' on the uppermost Word menu, choose 'Select all'. Then use the drop-down font menu to choose a barcode font and adjust the point size upward. In this example, UPCTall font at 72 points.



15. Now you can center the barcode and add other information to the label if you like:



16. In the right-hand pane, click 'Next: complete the merge'. Save your document.

From here you're ready to print your labels. Good job!

Azalea Software, Inc
3400 Harbor Ave SW Box 411
Seattle, WA 98125
USA
1.206.341.9500
FAX: 1.206.299.5600
salesinfo@azalea.com
technicalsupport@azalea.com