**Mail merge instructions for printing mailing labels**

Purpose

* To print mailing labels for chapter newsletters, ballots, meetings, etc.
* ANFP member lists should only be used by ANFP volunteers for chapter or district business and not distributed to third parties.

To prepare

* Export chapter roster into Excel spreadsheet Under member login at [www.ANFPonline.org](http://www.ANFPonline.org). (chapter management portal)

* Save spreadsheet to your computer. Close the spreadsheet.
* Insert mailing labels to your printer.

Print mailing labels (via mail merge)

1. Open a new Word document
2. Click on the ‘Mailings’ tab at the top. Choose ‘step by step mail merge wizard’.



1. A box will appear on the right side of the screen, taking you through the six steps of the process.

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| **Step 1** |
| * Select document type
* Choose ‘labels’
* Click ‘next’ at the bottom of the wizard box
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| **Step 2: Label Options** |
| * Click on label options in the wizard (right of doc)
* If not set up previously, you may have to choose ‘new label’. Find the label size you are using, or enter the label dimensions.
* Push ok on pop-up. Document will be separated into labels.
* Go to next step of wizard.
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| **Step 3: Select recipients** |
| * Click on browse to connect an Excel spreadsheet.
* In pop-up, find the member roster wherever it was saved on the computer. Double-click this (or push ‘open’.)
* Another box will appear showing the list you have chosen.

* If there are any within the worksheet you are using, they will be shown here.
* Click ok. ‘Next record’ will appear in each label box.
* Click ‘next’ at the bottom of the wizard box
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| **Step 4: Arrange your labels** |
| * If you wish to customize any information, place the cursor in the upper left label box.
* Click ‘More items…’ from the wizard box on the right side of the screen. All columns within your chosen spreadsheet will show up in a pop-up box; here, they are called ‘fields’. Choose the information you wish to add, then click ‘insert’. It will appear as the column name for now (example: <<CITY>>).
* Repeat this step as often as necessary. Arrange address as needed in first label box.
* Click the ‘update all labels’ box to right.
* Click ‘next’ at the bottom of the wizard box.
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| **Step 5: Preview your labels** |
| * As long as all labels are correct and all are being printed, click ‘next’ in wizard.
* To see additional pages of all customized, click the << and >> boxes near the top of the wizard box.
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| **Step 6: Complete the merge** |
| * Click ‘Print’ to right in wizard. (\*If you choose print option outside of wizard, it will only print current page.)
* Click ‘ok’ for all records in pop-up.

* Choose preferred printer, and push ok!
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