

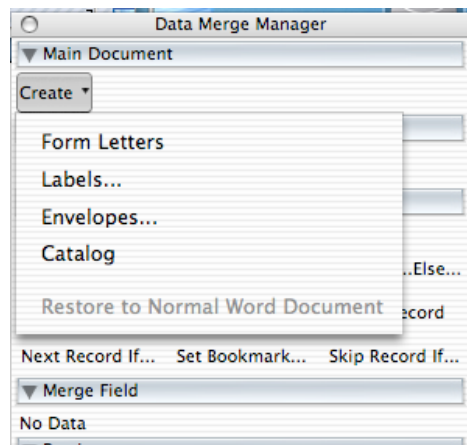
## Merging Excel Information into a Word Document to Make Labels

### Preparing Your Excel Document:

- Make sure your Excel document is formatted so that:
  - All appropriate headings are entered (first name, last name, street, etc.)
  - There are no blank cells separating the data or headings
- If you are using a file exported from PowerSchool (or any other application), make sure it is saved as an Excel document. To do this, open it in Excel and select Save As from the File Menu. At the bottom of the Save As Dialog box, make sure the format is "Microsoft Excel Document".

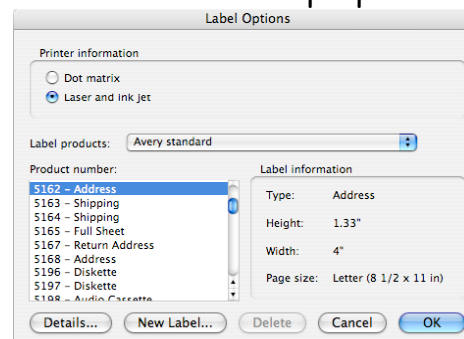
### Working in Word

- Open a new Word Document
- Go to Tools/Data Merge Manager
- In the Data Merge Manager Main Document section, under Create, choose labels.

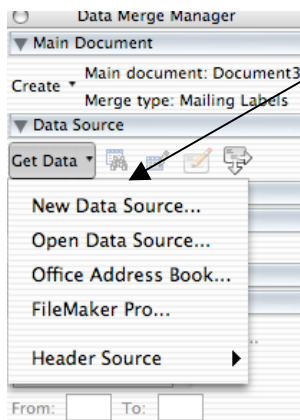


- Choose your Label Type and click OK.

Word will insert a table with the label's proportions into your document.

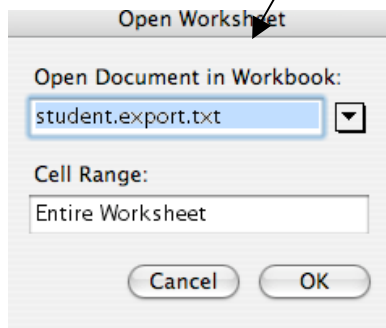


- In the Data Merge Manager, under Data Source/ Get Data, choose Open Data Source and locate the Excel File. Click Open

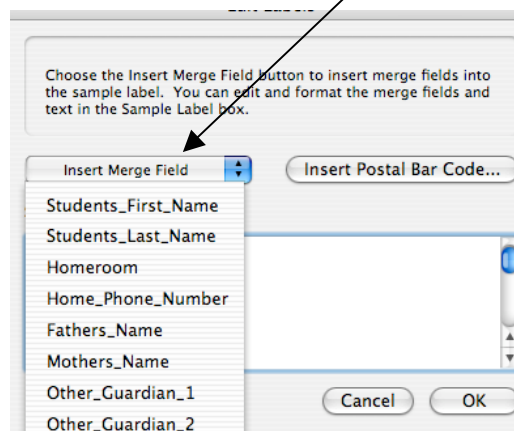


- In the Open Worksheet window:
  - If you have multiple worksheets, use the Open Document Drop Down Menu to select the Worksheet you wish to use.
  - If you only have 1 worksheet,
    - Leave the Cell Range as is. Click OK.

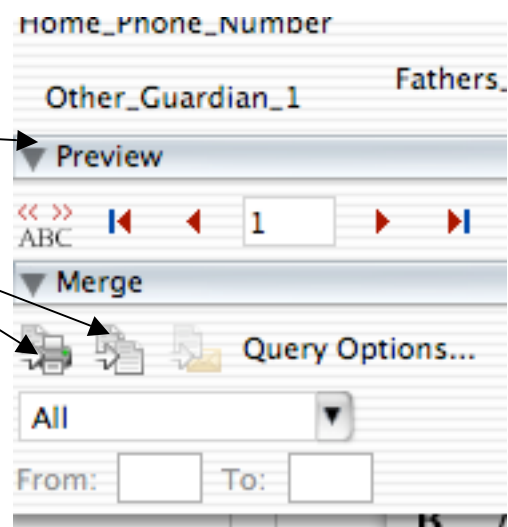
skip this step.



to insert. For instance, if you want to have labels with a student's first name, you would select Students\_First\_Name, type a space, and then select Students\_Last\_Name. Click OK. You should see the fields in your label sample.



- In the Data Merge Manager, in the Merge Section click either
  - Preview
  - Merge to Printer or
  - Merge to New Document .



Your Labels are created. Don't forget to Save and Print!