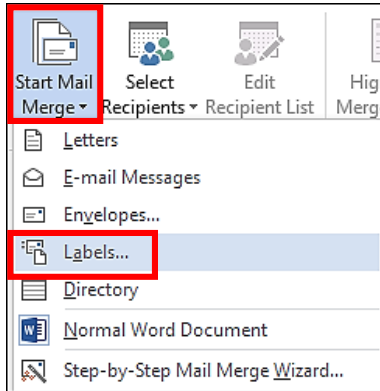
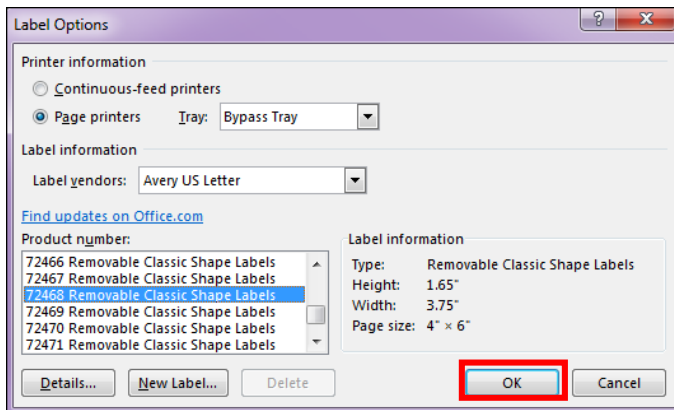


Quick Sheet: Merge to make Badges or Labels Pulling Data from Excel (without using the Mail Merge Wizard)

Open a new Word document, on the **Mailings** tab, under **Start Mail Merge** choose **Labels**



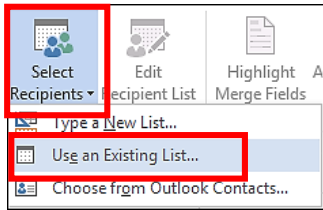
Label Options – find your label or badge type & click **OK**. Notice the **Bypass Tray** is selected & be sure the badges or labels are specific for copiers. (use only for high heat)



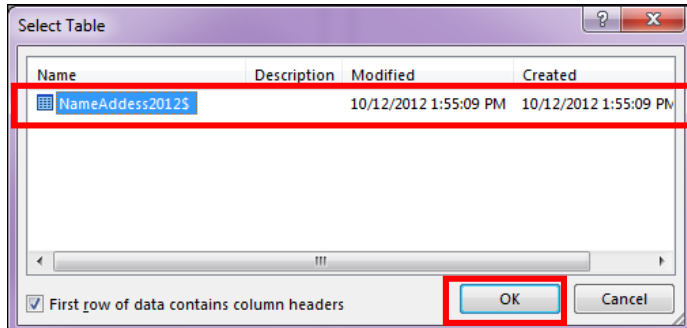
Under the **Table Tools**, on the **Layout** tab, click on **View Gridlines**.



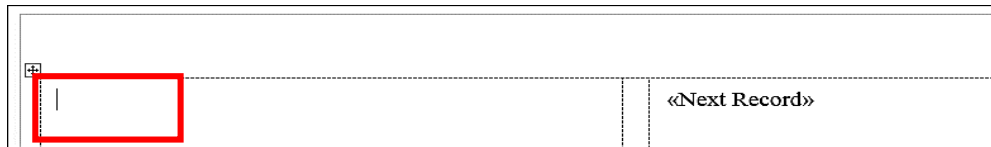
Back to the **Mailings** tab, drop down under the **Select Recipients**, choose **Use Existing List** & navigate to your excel file.



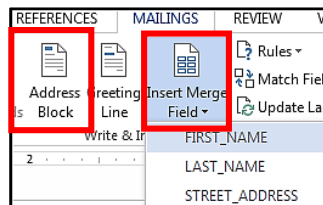
When you are at the **Select Table**, select the correct sheet. The example workbook below only has one sheet & it has been named.



Place your cursor in the place in the first badge/label where you want the data to be inserted.



Go to the **Mailings** tab, **Write & Insert Fields** grouping, **Insert Merge Field** drop down & click to add, placing your cursor in the correct location on the label. If it is a complete **Address Block**, choose that icon. At this point you are still in the first label as shown above.



IMPORTANT: Click on **Update Labels** 

Now you can, **Preview Results**. Under **Finish & Merge**, choose **Edit Individual Documents**

