# Branch Labels - Mail Merge

Labels required - Avery US Letter - 5162 Easy Peel Address Labels

Part One- Preparing your Excel Sheet
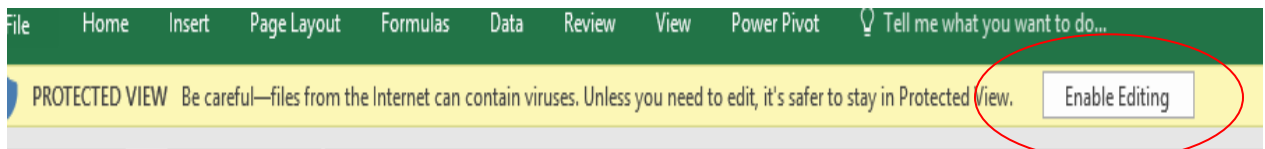
1- Login to the portal at https://portal.legion.ca/login

2- Select Create/View Branch Members on the left side under "In This Section"

IN THIS SECTION

Home

Profile

Payment Information

▸ Create/View Branch Members

Branch Rates

Previous Transactions
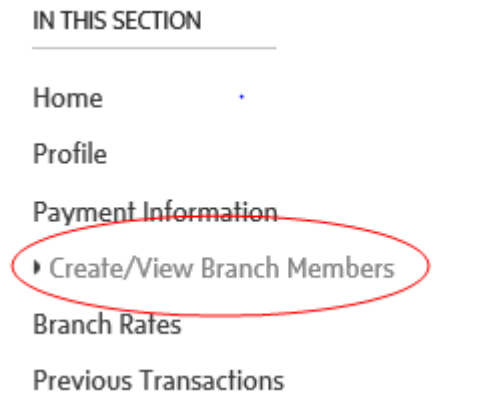
3- Select Export Branch Members at the bottom right of page

Export Branch Members

4- Select Open

5- Select Enable Editing at the top of page.

File   Home   Insert   Page Layout   Formulas   Data   Review   View   Power Pivot   ♀ Tell me what you want to do...

PROTECTED VIEW   Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.   Enable Editing
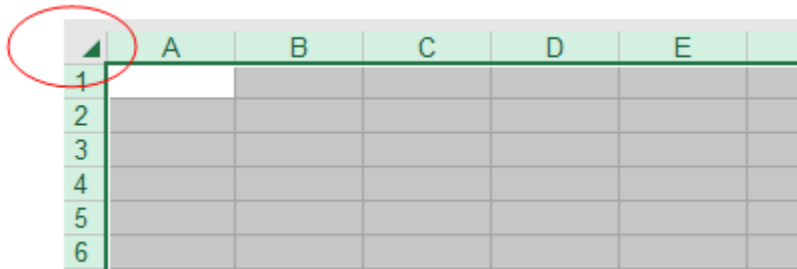
6- Click on the top left corner to select the entire worksheet once selected right click and select COPY

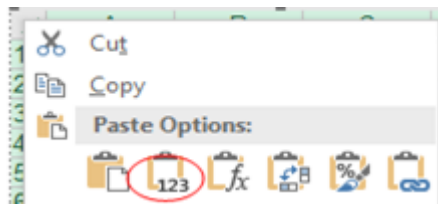|	E	F	G	H	I J	K	L
1							
2	13 RCL DOMINION COMMAND					THE ROYAL CANADIAN LEGIO	
3						BRANCH MEMBERSHIP REGIST	
4	13-013 DOMINION BRANCH						
5							
7							
8	Membership Type	Member Number	Salutation	First Name	Surname	Street Address	
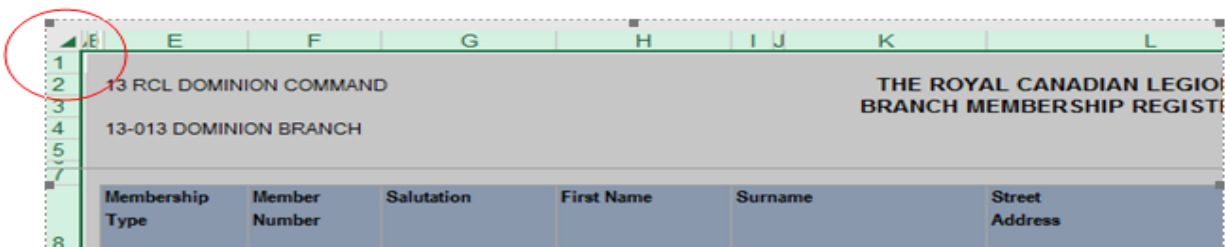
7- At the bottom of the page click on the plus sign to open a new worksheet
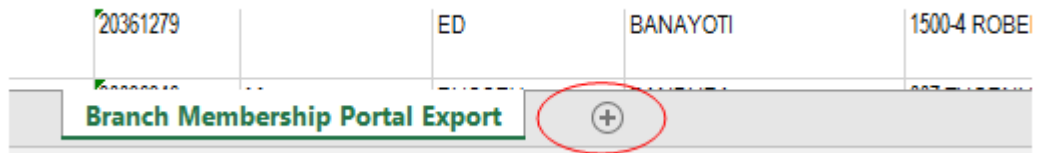
8- Select worksheet

9- Right click and select Paste Values (123) icon

Prepare data in Excel for mail merge:

- Delete Columns A- E and Delete Rows 1-7
- Delete any other unnecessary and columns with no data to simplify the excel sheet for producing labels.
- Your Excel sheet should only have the following columns:

Member Number, Salutation, First Name, Surname, Street Address, City, Province, Postal Code and Country.

- Delete original sheet you copied from (right click and delete) - Ensure that all data to be merged is present in the first sheet of your spreadsheet.
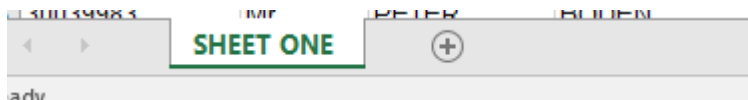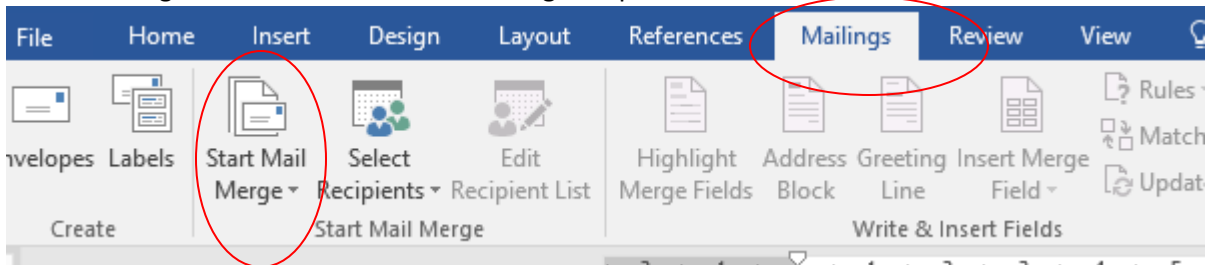

- Shorten titles to less than 20 characters per column
- Make all changes or additions to your spreadsheet are completed <u>before</u> your mail merge Name and Save your Excel Sheet on your desktop
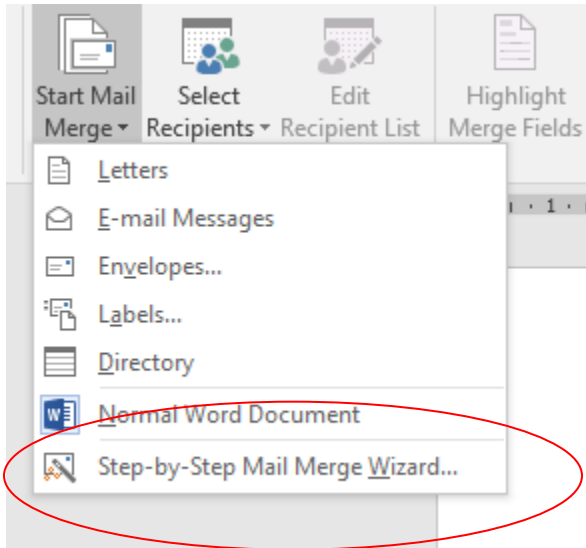
Part Two - Mail Merge in Word

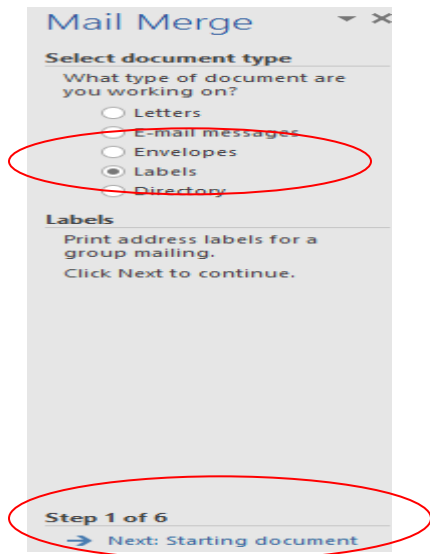Open Word, choose file > New > Blank Document
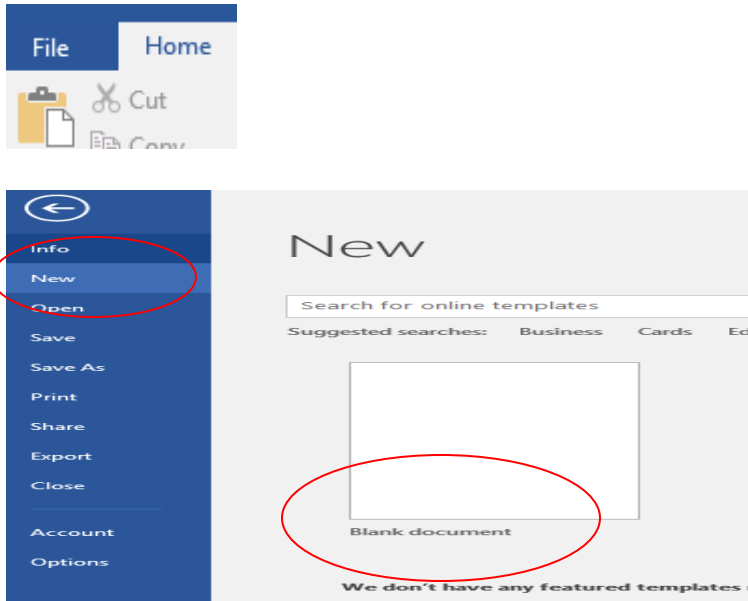
Select Mailings Tab and select Start Mail Merge dropdown arrow
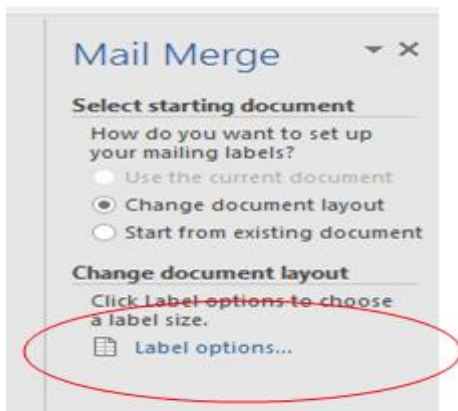
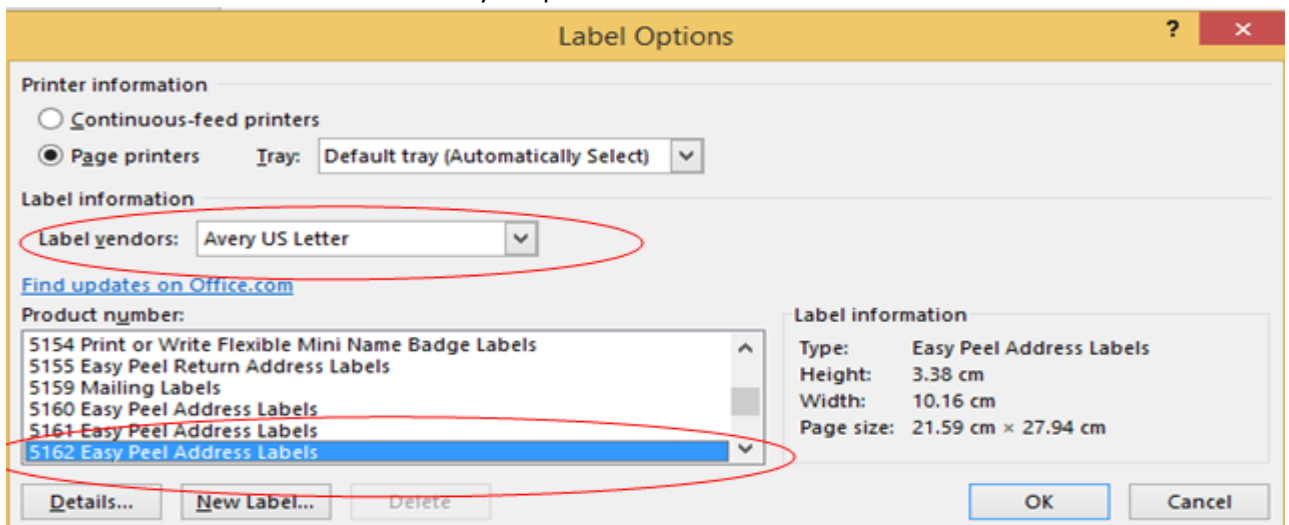Select - Step by Step Mail Merge Wizard

Step 1 of 6 - Select Labels on the far right column of the page and select Next: Starting Document
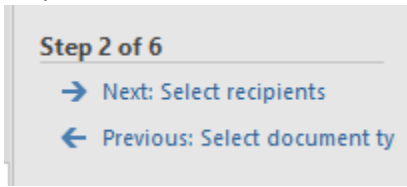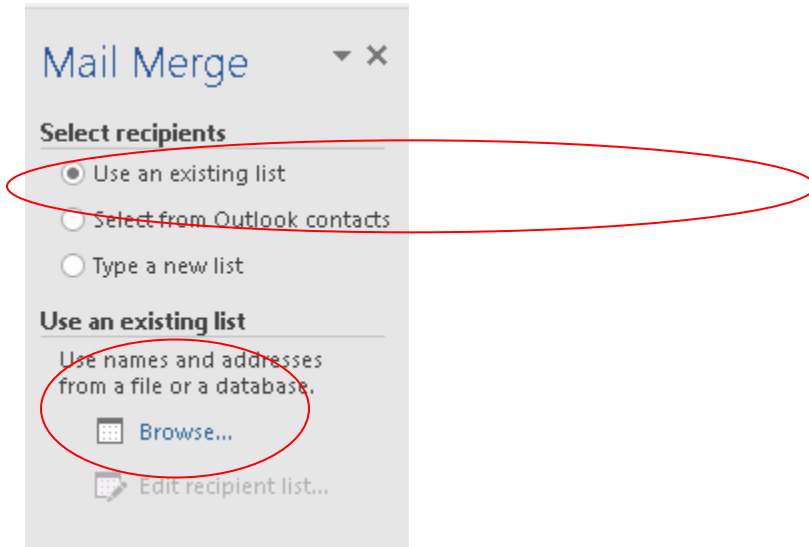

Select label options

Label Information – Label Vendors: Select Avery US Letter from the dropdown list. Under Product Number: Scroll down to select 5162 Easy Peep Address Labels and select
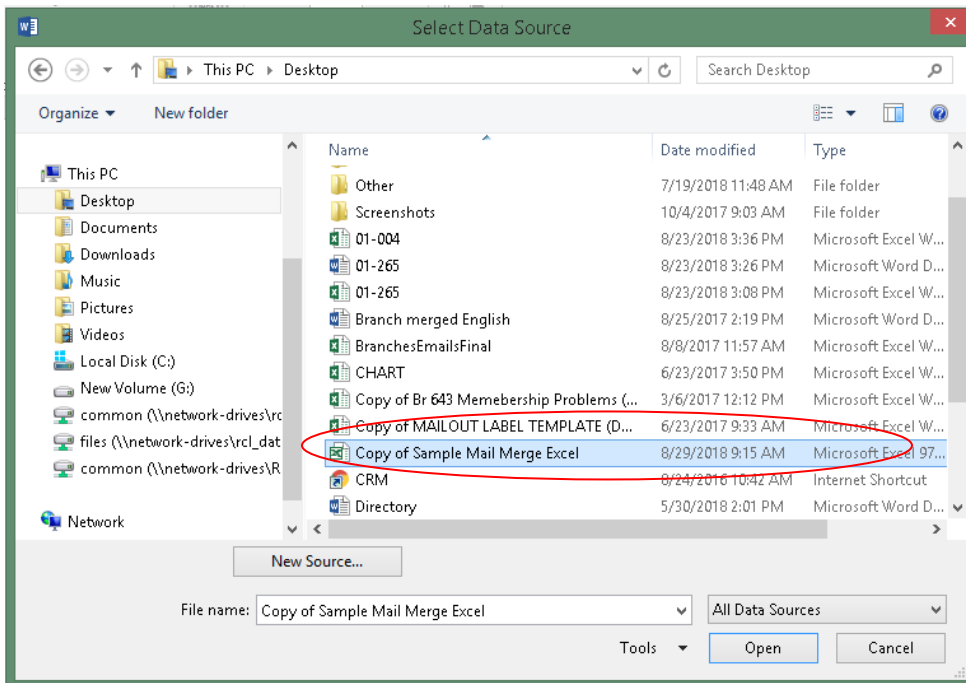
Step 2 of 6 – Select Next select recipients

Click on Browse- Select your document from the desktop

Search "Desktop", select the Excel file you are merging, and click "Open"

Step 3 of 6 – Select Next Arrange your labels

Step 3 of 6

→ Next: Arrange your labels
← Previous: Starting document
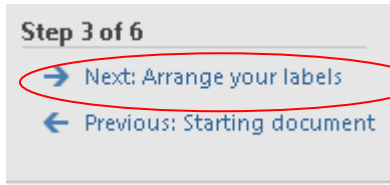
Click on More Items
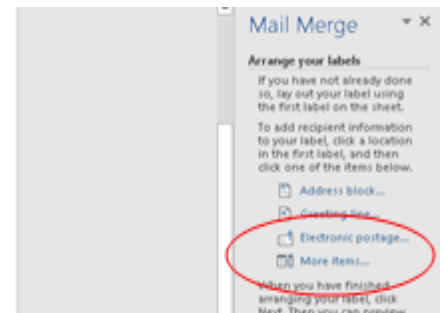
Select the first field you would like to see on your label. Select <<First Name>> insert and close, space bar, 'More Items' <<Surname>>, insert, and close.

Select More Items and Surname. Insert and Close. Enter to go to next line

Enter, 'More Items' select <<Street Address>>. Insert and close. Enter for the next address line.

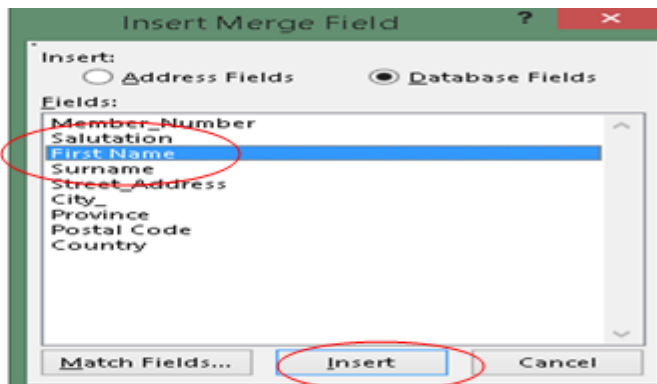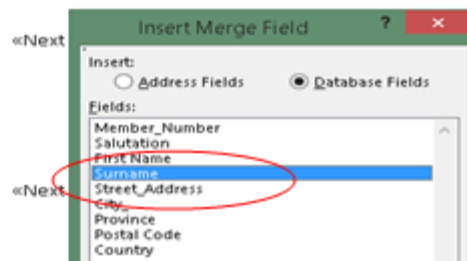«First_Name» «Surname»   «Next

«Next Record»   «Next
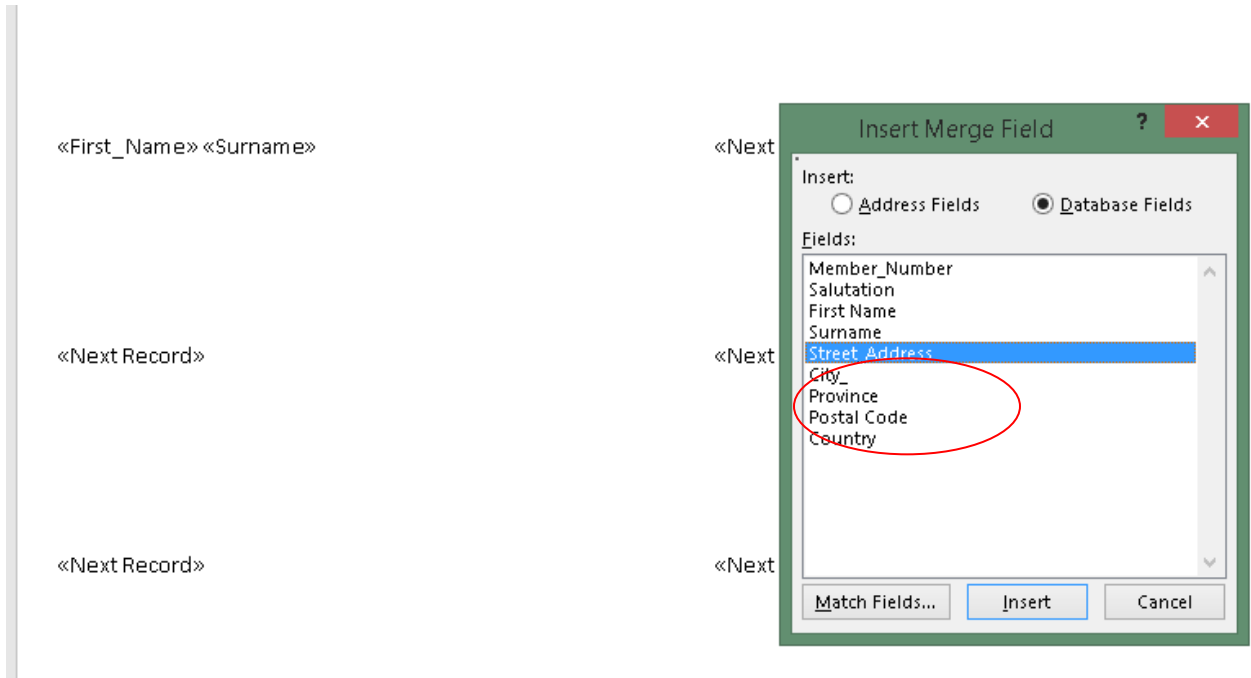
«Next Record»   «Next

Select More Items select <<City>> Insert and Close, select comma and space to separate the city and province on the same line. Select <<Province>> insert, close and enter

«First_Name» «Surname»   «Next Record»
«Street_Address»
«City_», «Province»

«Next Record»   «Next Record»

Select 'More items' and select <<Postal Code>> space and select <<Country>>

«First_Name» «Surname»   «Next Record»
«Street_Address»
«City_», «Province»
«Postal_Code» «Country»

«Next Record»   «Next Record»

Select <<Update all labels>>
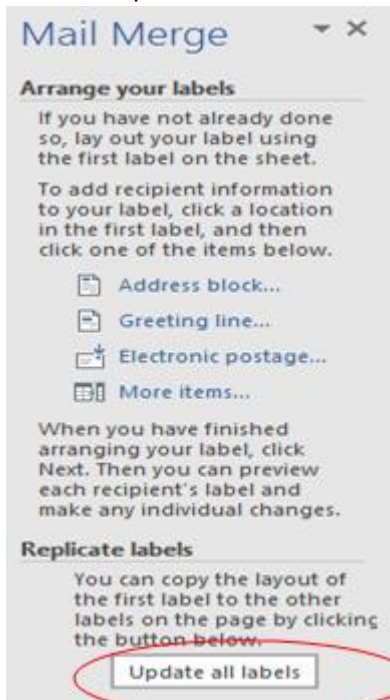
«First_Name» «Surname»   «Next Record»«First_Name» «Surname»
«Street_Address»   «Street_Address»
«City_», «Province»   «City_», «Province»
«Postal_Code» «Country»   «Postal_Code» «Country»

«Next Record»«First_Name» «Surname»   «Next Record»«First_Name» «Surname»
«Street_Address»   «Street_Address»
«City_», «Province»   «City_», «Province»
«Postal_Code» «Country»   «Postal_Code» «Country»

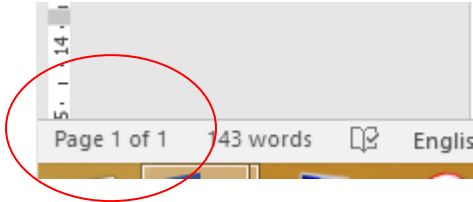Step 4 of 6 – Select Next: Preview your labels
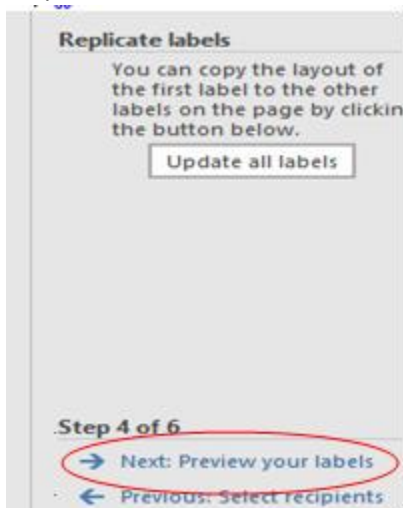
Note: Full names and addresses will populate for labels on page 1.

Step 5 of 6 – Next: Complete the Merge

Step 5 of 6
→ Next: Complete the merge
← Previous: Arrange your labels
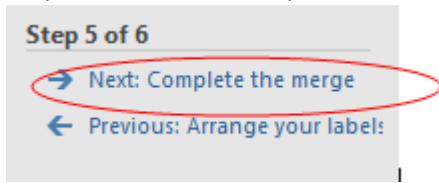
Step 6 of 6 - Edit Individual Labels (double check that labels are formatted correctly) by printing this page and ensure it is aligned properly on the label before printing all pages.

Page 1 of 1   143 words   English

When selecting the (plus) button on the left corner outlines the labels for printing.

TREVOR ADAMS

5066 BENTLEY DRIVE

DELTA, BC

V4K4J9 Canada

TREVOR ADAMS	TRACY ADAMS
5066 BENTLEY DRIVE	6208 53 AVE
DELTA, BC	BEAUMONT, AB
V4K4J9 Canada	T4X 1V4 Canada
DANIELLE ADJUN	FRED ADVINCULA
8 OLIGONA DRIVE	210-14377 103 AVE
KUGLUKTUK, NU	SURREY, BC
X0B 0E0 Canada	V3T 5V5 Canada

Select Edit Individual Labels

Mail Merge

Complete the merge

Mail Merge is ready to produce your mailing labels.

To personalize your labels, click "Edit Individual Labels." This will open a new document with your merged labels. To make changes to all the labels, switch back to the original document.

Merge

Print...

Edit individual labels...

Merge to New Document

Merge records
- All
- Current record
- From: [   ] To: [   ]

OK   Cancel

Select – <<All>> and OK the page numbers should increase if you have more than 14 labels to print.

Page 1 of 9   English (Canada)

Load the labels into the printer and select File Print.

Questions? Please call Membership 1-855-330-3344

Prepared by: Amanda Black
Document revised: September 9, 2018