

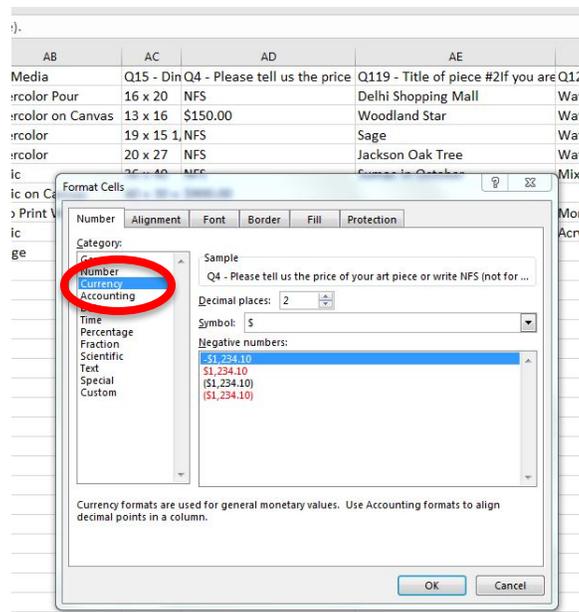
WRAP

Wisconsin Regional Art Program

Instructions on Making Labels for an Art

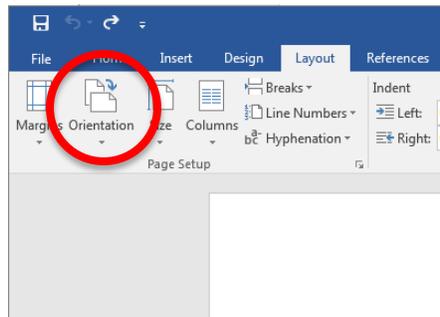
Before beginning to make labels: Check that the information in your Excel document is correct and that capitalization is standardized. Edit this before moving on.

To make sure the prices for pieces will be formatted correctly, select the entire price column on your Excel document and right click. Click Format Cells, choose Currency, and click OK.

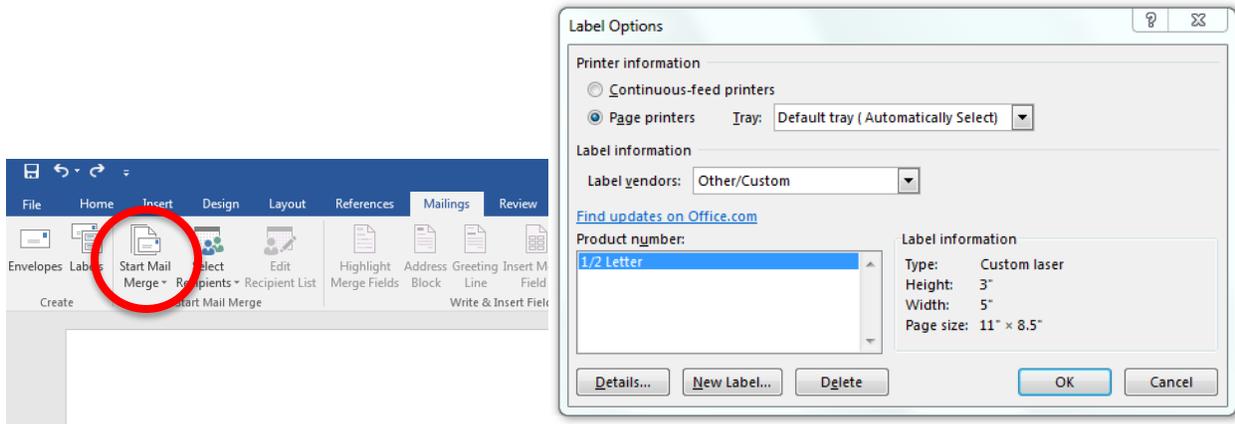


Now, onto the labels!

Step 1: Open Microsoft Word. Go to the Layout tab and click the Orientation button. Choose Landscape.

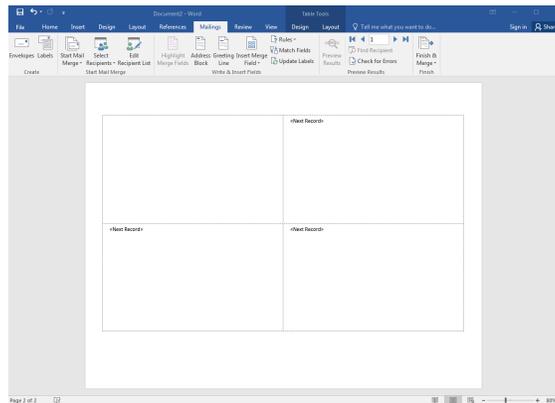


Step 2: Go to the Mailings tab and click the Start Mail Merge Button. Click labels. A dialog box should pop up.



Step 3: In the dialog box, either choose a size from the product number list, or choose New Label if you would prefer a custom size (for State Day we used a 3" by 5" label)

Step 4: Click Select Recipients and choose Use an Existing List. Select your Excel document. You should now see «Next Record» in three of your boxes:



Step 5: Click Insert Merge Field. Select every field of information you would like on your labels (name, title, media, price, etc...).

❖ **Tip:** The first and last name of the artist are separate fields (it will say Q1-1 by the first name and Q1-13 by the last). You will also need to add the space between the first and last name.

Step 6: Format the information fields however you would like the text on your labels to look (change the font, size, etc...). Make sure that these symbols, « , continue to frame each of your fields of information.

❖ **Tip to center the text on the label:** Right click in each of the boxes and select Table Properties. A dialog box will pop up. In the dialog box, select Cell and click on Center.

Step 7: Once you have the first box formatted, copy and paste the formatted text into each of the other boxes after the phrase «Next Record». You should end up with a screen that looks something like this:



Step 8: Click Finish & Merge. Choose Edit Individual Documents. A new window in Word will now pop up with your labels!

Step 9: Look through your labels and make sure they look correct. If they need further editing, you can edit the labels individually. You can also close the window with the individual labels, click don't save, and go back to working on the previous window pictured above. When you are satisfied with your changes, repeat step 8.

Step 10: Repeat these steps for the second pieces people have entered, and then you are done!

- ❖ **Tip:** When you are inserting Merge Fields, the title of the second piece will say Q119 next to it, the media of the second piece will say Q120, and the price of the second piece will say Q122.