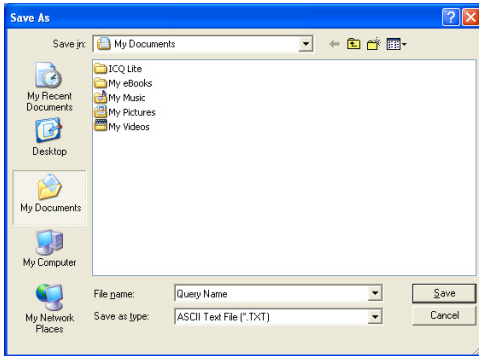


# printing labels from Word

Use this guide to print Query Output labels from Word.

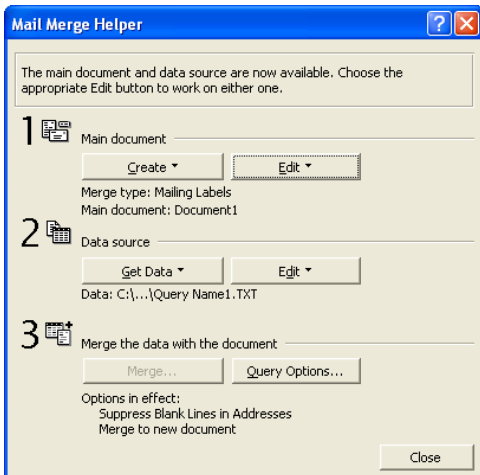


## Saving a Query to a File

1. After you have created a query.
2. Click on the Output Query tab and select the Output Type and Data Output fields that fit your specification.
3. In the Output Format area, click the Print to Text File button.
4. Select a location to save the report.

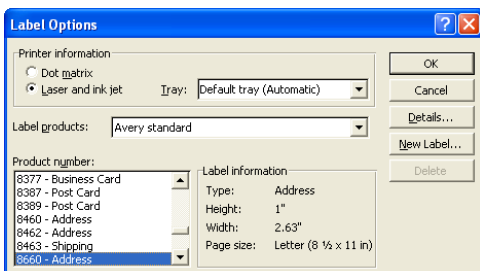
## Opening your text file as an Excel spreadsheet

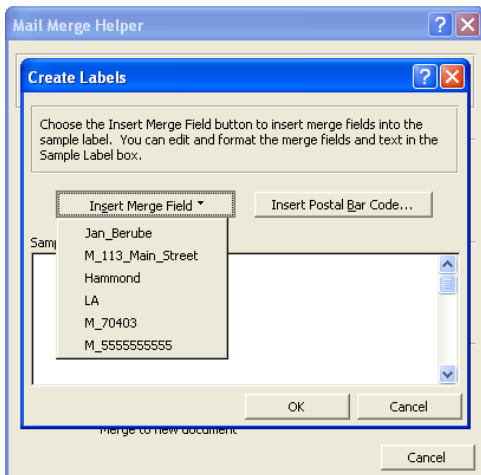
1. Open Excel.
2. Select to open your text file by selecting File/Open.
3. Find your text file and double click. The data will be automatically be placed in the Excel spreadsheet.
4. Edit all unnecessary headings, footers, columns, rows, etc. Leave only customers with complete addresses for creating mailing labels.
5. When file/report has only the necessary information, close it. Select yes, you want to save the changes.



## Creating mailing labels from your Excel spreadsheet

1. Open Word.
2. Select Tools from the menu bar.
3. Select Mail Merge. The Mail merge helper will appear.
4. Step 1 asks you to select main document, which is Mailing Labels.
5. Step 2 asks you to select data source, which is Open Data Source, then prompt you to select the Excel file you recently edited from the report.
6. Select the option of entire spreadsheet.
7. You will be prompted to select label options. You will have to know what type of labels you will be using.
  - o *You will get a print preview before actually printing so you can be sure the information fits and looks correct.*





## Creating Labels

1. The Mail Merge Helper will prompt you to select Insert Merge Field. Select the full name press the Enter key on your keyboard, then the address and enter key, city a comma press the space bar on your keyboard then state another space and the zip code. (You are setting the label up exactly how you want it to look on the label)
2. Step 3 asks you to merge the data with the document.

