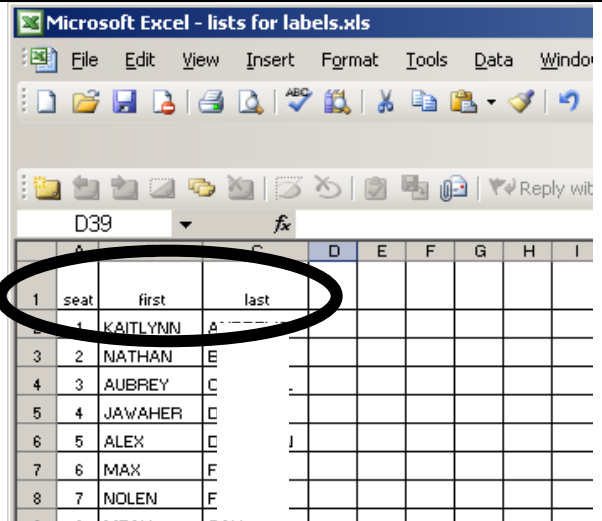
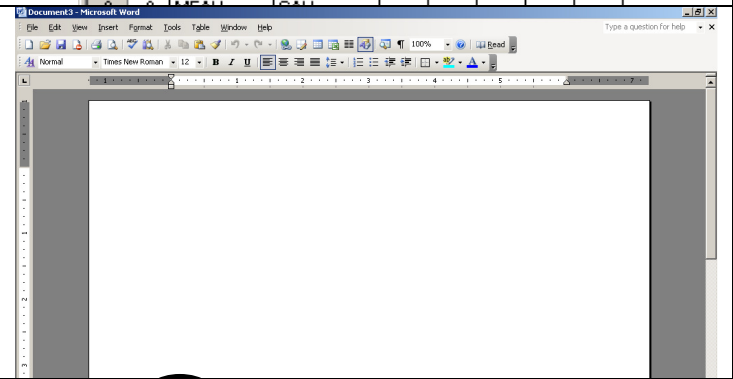


# How to Make Labels

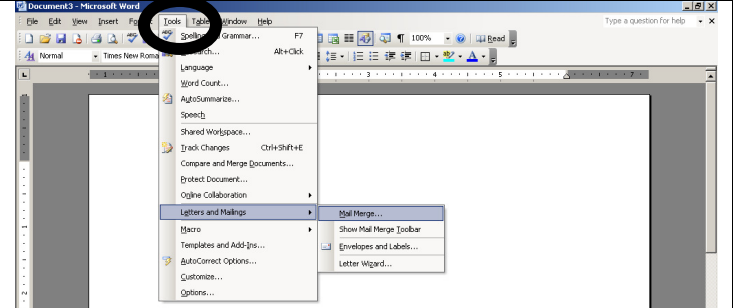
Open an **Excel Spreadsheet**.  
You'll need to make a spreadsheet containing the following information:  
**Student number**  
**First name**  
**Last name**  
**Save.** (Remember where you put this!)



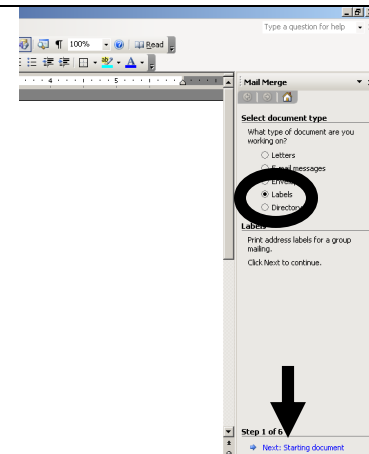
Open a **Word Document**.  
**Save.** (You might want to put this in the same folder as your Excel spreadsheet.)



Click on **Tools**.  
Click on **Letters and Mailings**.  
Click on **Mail Merge**.



Step 1 of 6  
On the **Mail Merge** Task Bar, select **Labels**.  
At the bottom of the page, click on **Next: Starting Document**.



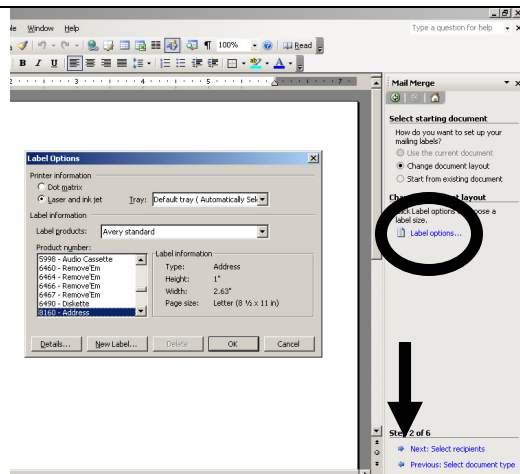
Step 2 of 6

Click on **Label Options**.

Under **Product Number**, select the size of your labels (there should be a number on the packaging).

Click **OK**.

Click **Next: Select Recipients**.



Step 3 of 6

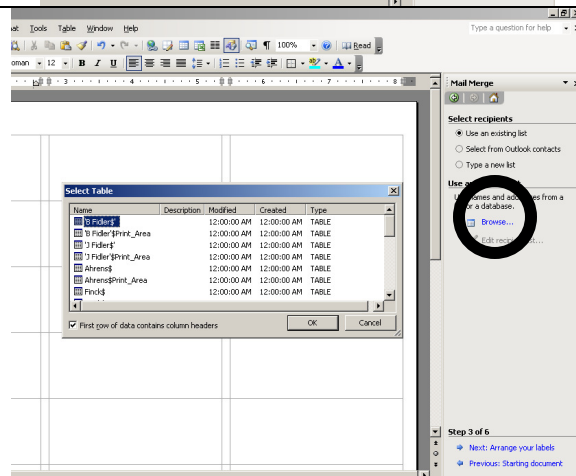
Click **Browse**.

Locate your Excel spreadsheet with your class information.

Make sure it is selected.

There should be a check next to **First row of data contains column headers**.

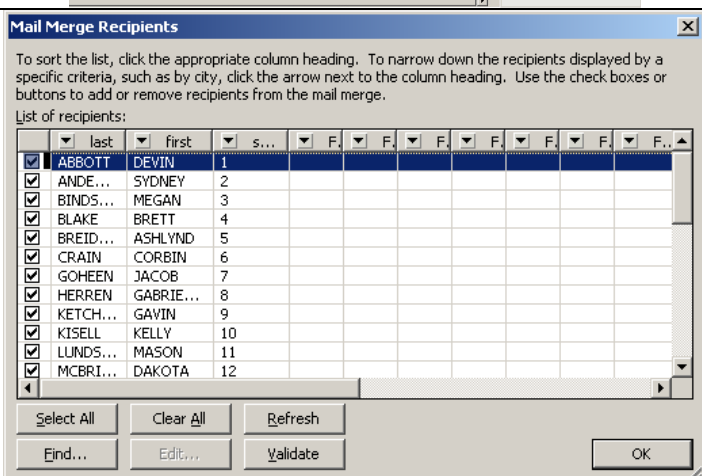
Click **OK**.



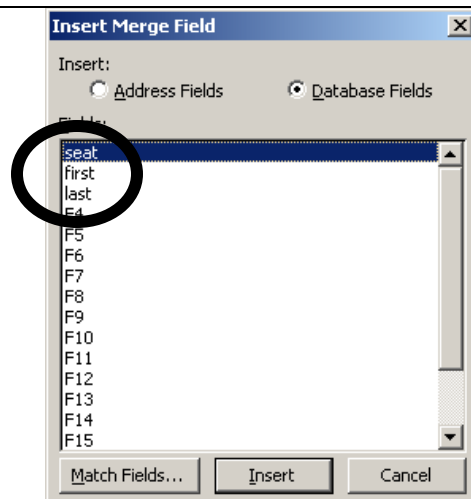
Check that all your students have a check.

Click **OK**.

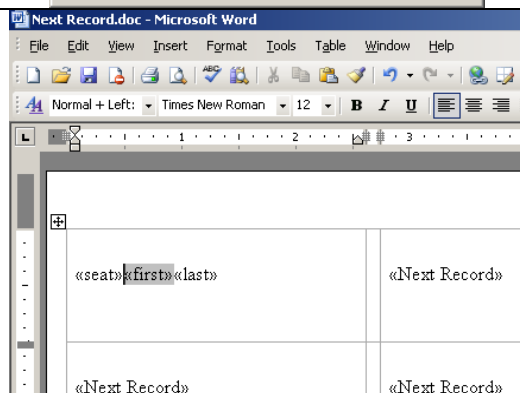
Click **Next: Arrange your Labels**.



Step 4 of 6  
Click on **More Items**.  
Select the student number or seat number.  
Click **Insert**.  
Click **First**. Click **Insert**.  
Click **Last**. Click **Insert**.  
Click **Close**.

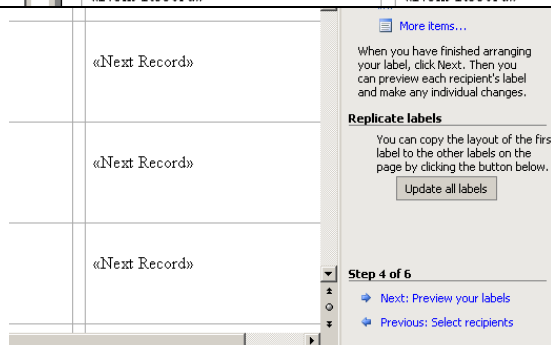


Put your cursor between <<seat>> and <<first>. Hit the **space** bar (This will put a space between the student number and their first name.)  
Do the same between the first & last name.  
You can also select everything in this first label and change the font and the size, add a clipart, whatever you wish.



When you are finished with the 1<sup>st</sup> label, hit the **Update all labels** button. This will apply all your changes in the 1<sup>st</sup> label to the whole sheet of labels!

Click on **Next: Preview your labels**.



If you want to make changes, you can easily click and delete select all to change the font, size or color add a different clipart to each label whatever you would like to do.

To print, put a sheet of labels into your printer (experiment to see which way is up) and **File, Print**.

You might also want to save (**File** and **Save As**) so you can use again later.

