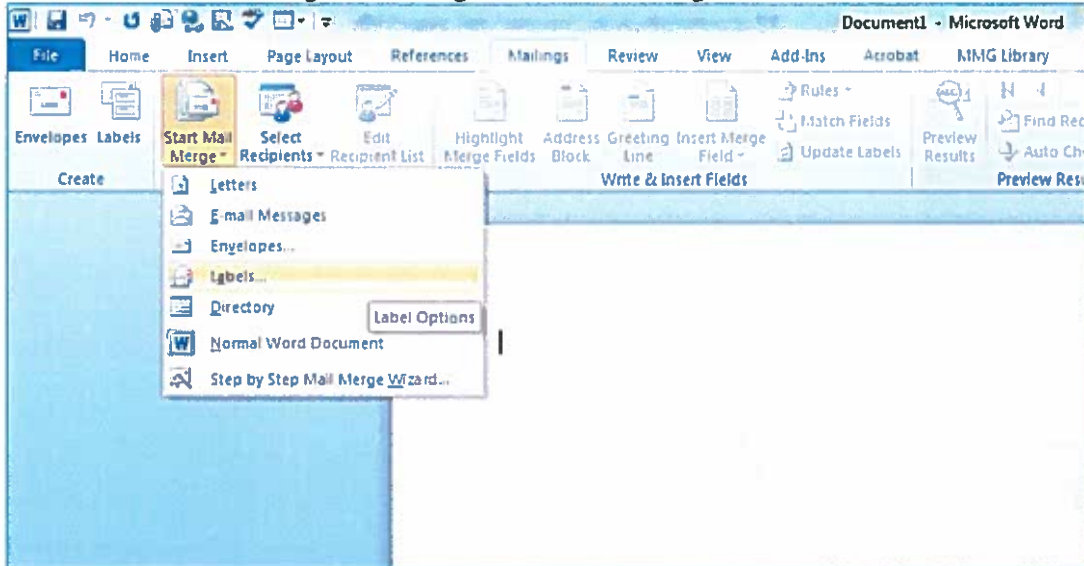


ANEXO 1- INSTRUCCIONES PARA CREAR ETIQUETAS - MATERIAL DE STOCK

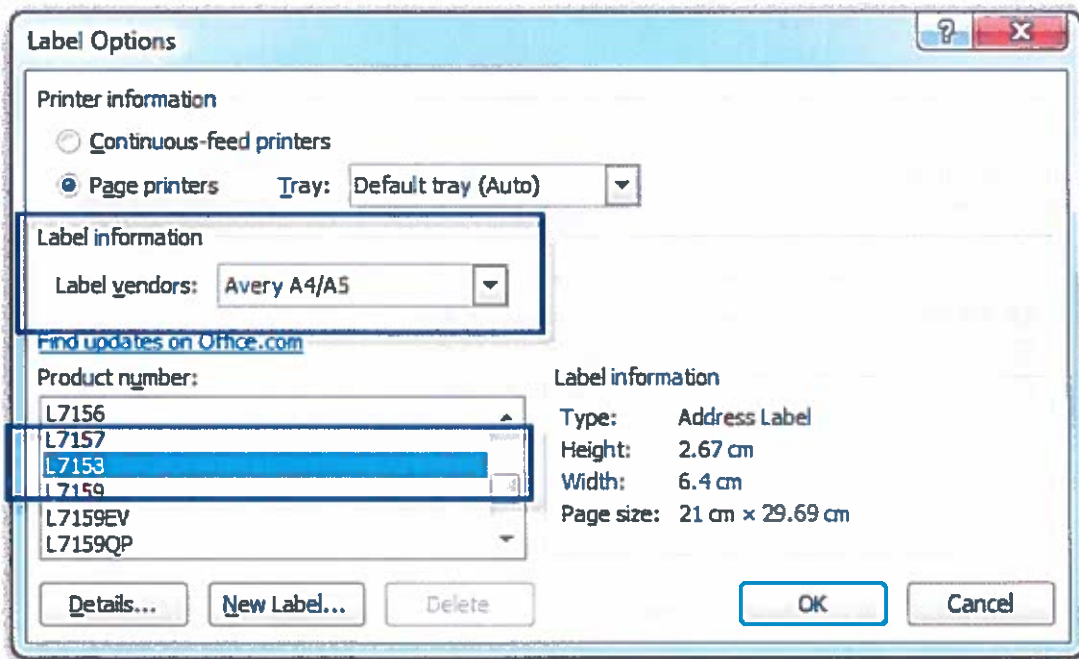
INSTRUCTIONS FOR CREATING STOCK LABELS USING MAIL MERGE

1. Save data file to computer or shared drive.
2. In a new word document go to **Mailings – Start Mail Merge - Labels**

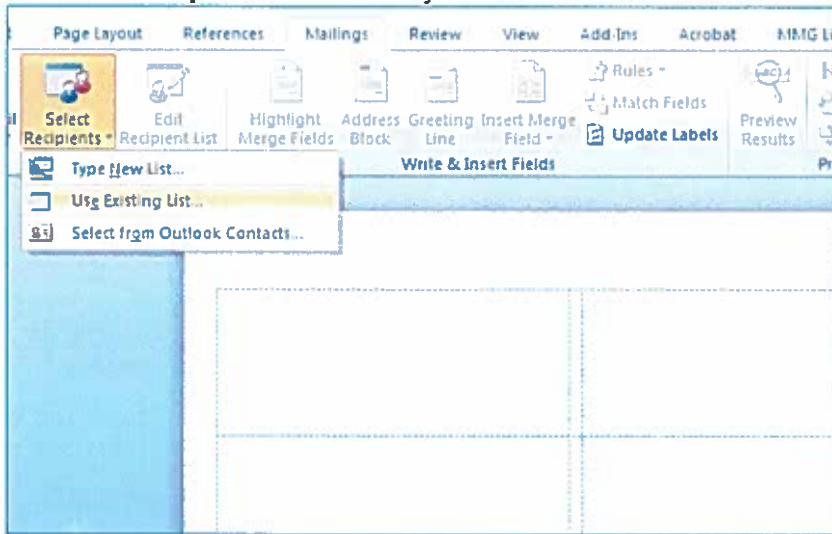


3. Select the vendor of your labels from the **Label Vendors** drop down. Then select the **Product Number**.

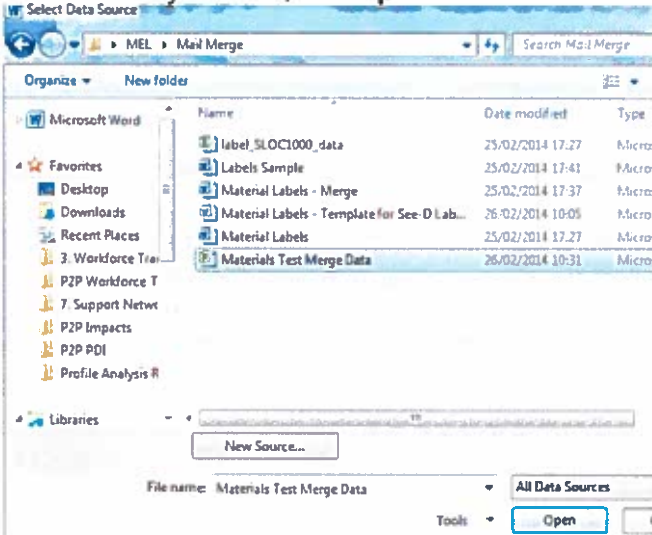
Note: If it's not available you will need to select "new label" and manually create, which is more difficult. Look at the vendors in the list before ordering labels, to ensure there is already a template available. The following Avery labels have 30 per sheet: L7158, 959062, L7158GU, 938211, J8158, 936056, 936057. 21 per sheet: L7160, 959001, 952000, 959090, L7160CL, 959774, L7560, 959055, J8160, 936047, 936019, 936032, J8560, 936012, 936007.



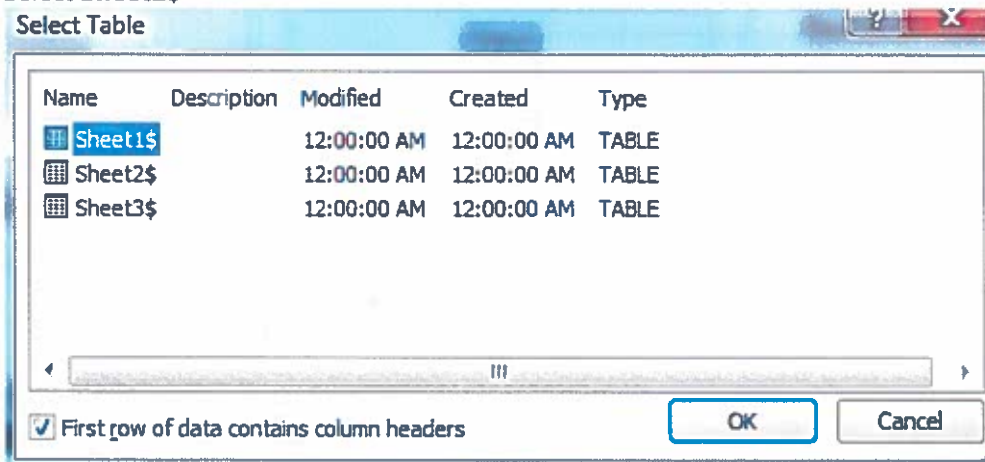
4. Select **Edit Recipient List** to add in your data.



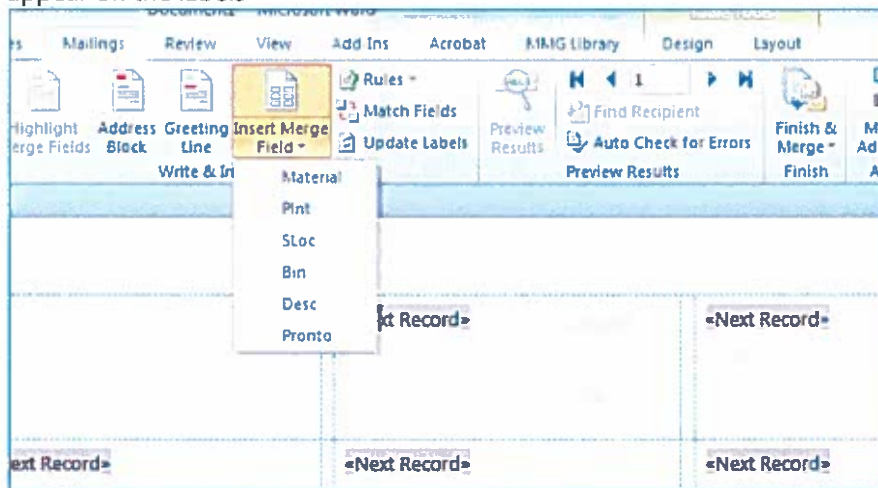
5. Select the file you saved, click **Open**



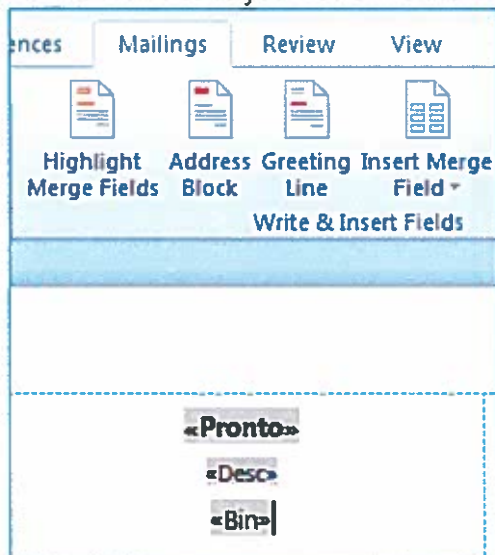
6. Select **Sheet1\$**



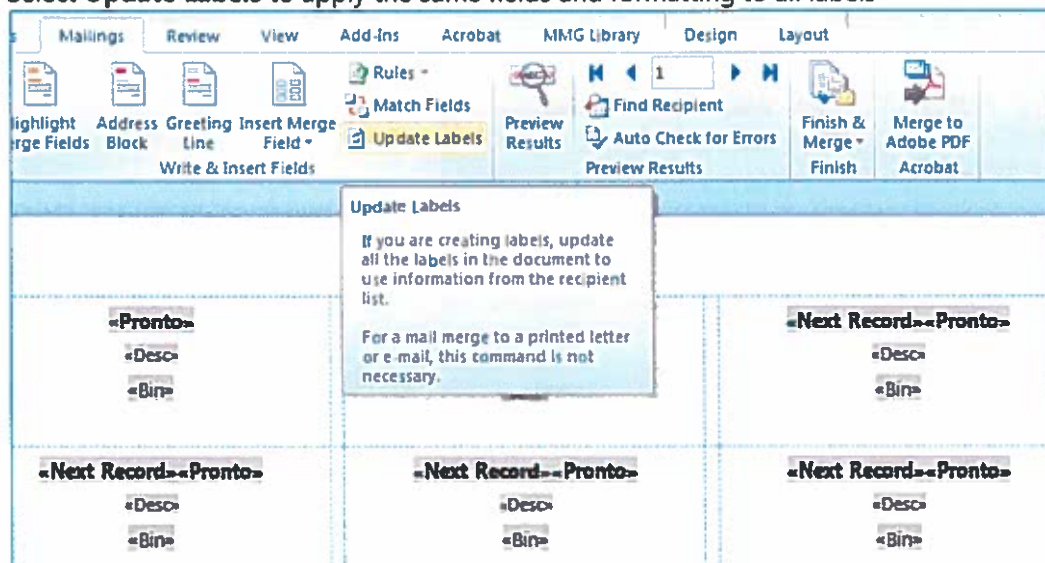
7. Go to the **Insert Merge Field** drop down to select the fields from the Excel file that you want to appear on the labels



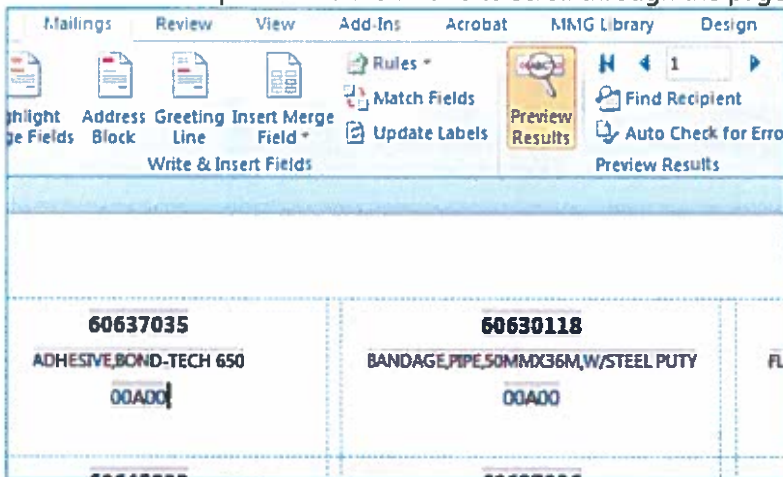
8. Format the fields as you would like them to appear.



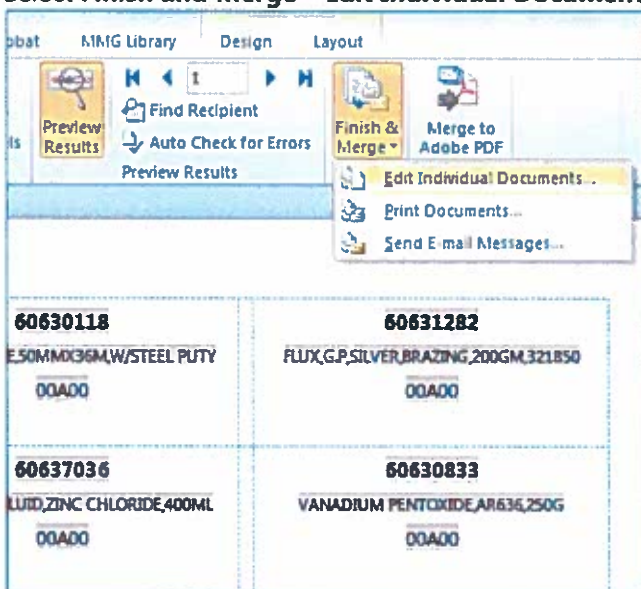
9. Select **Update Labels** to apply the same fields and formatting to all labels



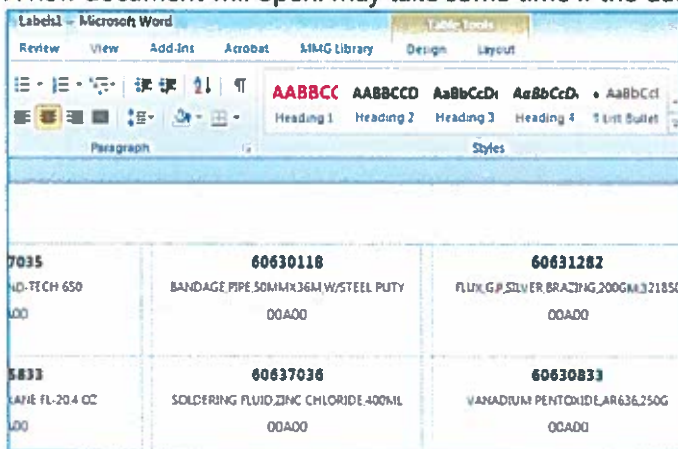
10. Select **Preview Results** to check if it has worked as desired. Repeat any of the earlier steps to make amendments if required. Use the arrows to scroll through the pages to check.



11. Select **Finish and Merge – Edit Individual Documents**.



12. A new document will open. May take some time if the data file is large – time to go get a coffee.



13. Save the document and print as required. Use the bypass tray (place labels face down). Recommend you print in batches to avoid jamming the printer and check that data all fits on each label.