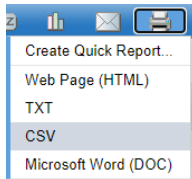


FSA labels from filters and fieldsets to Mail merging label creation

Student TT > select students>Options> show selected> Fieldset > FSA Labels.



Export to CSV then save in downloads or on desktop as an .xlsx file using an appropriate file name (eg: Gr 04 FSA).

Open MS Word.

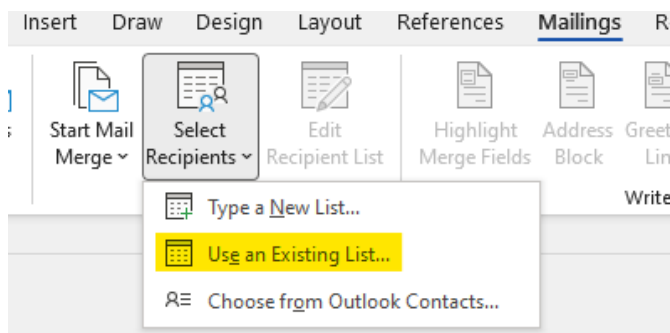


Click on the Mailings tab >Start Mail Merge>Labels.

***(You can also select the Step-by-Step Mail Merge Wizard)*

Decide on what size label you will be printing onto.

Select Recipients – Use an Existing List

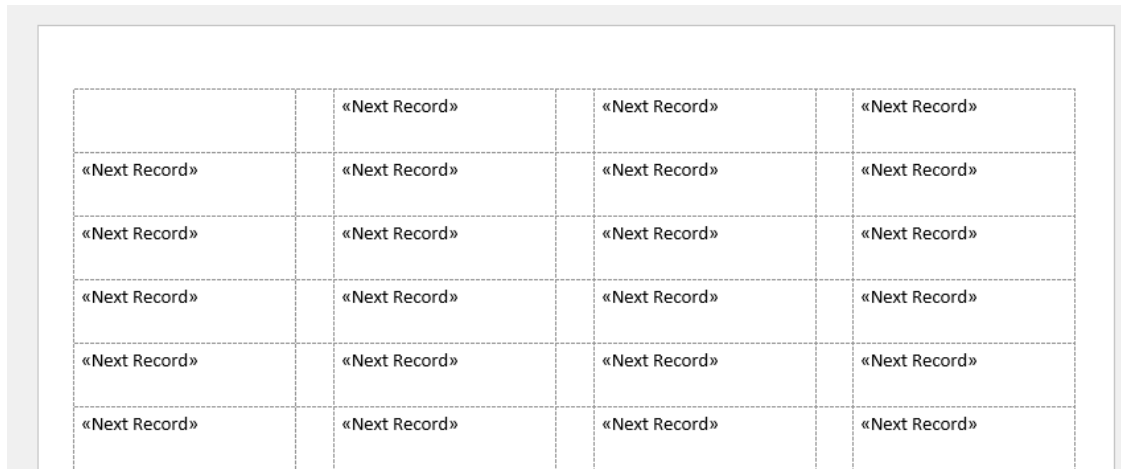


FSA labels from filters and fieldsets to Mail merging label creation

This will take you to the Data Source folder. Navigate to either the downloads folder or the desktop (wherever you saved your spreadsheet to).

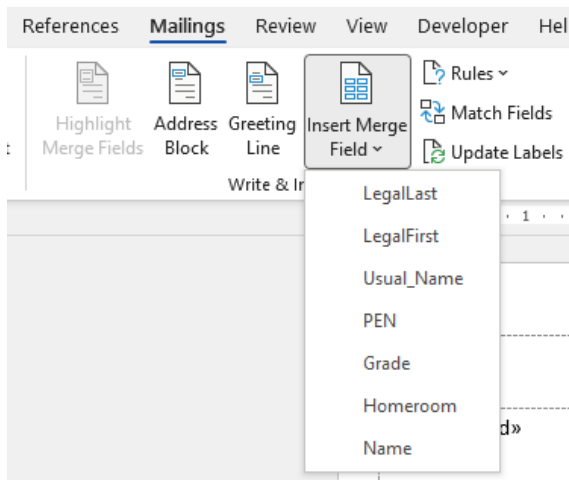
Select your downloaded data file and click **“Open”**. This will open another pop up. Select **“Ok”**.

Your label sheet will now look like this:



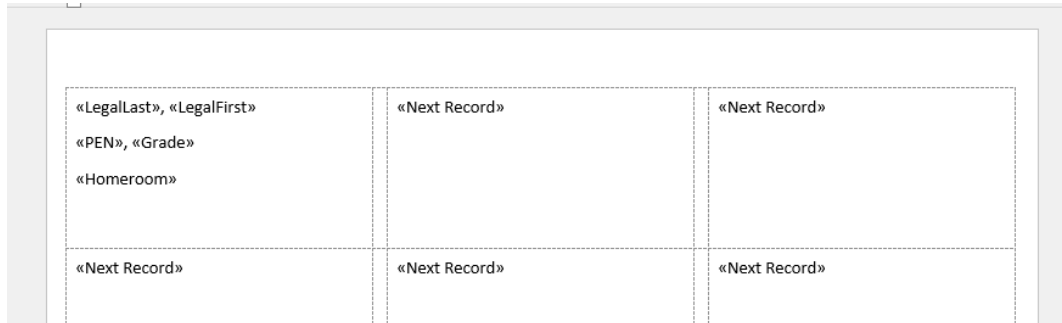
«Next Record»	«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»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

On the Ribbon Display, click on the **Insert Merge Field**

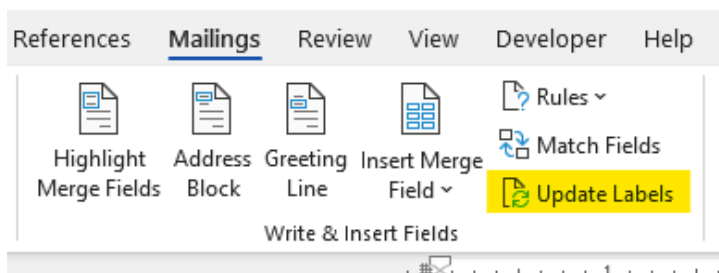


FSA labels from filters and fieldsets to Mail merging label creation

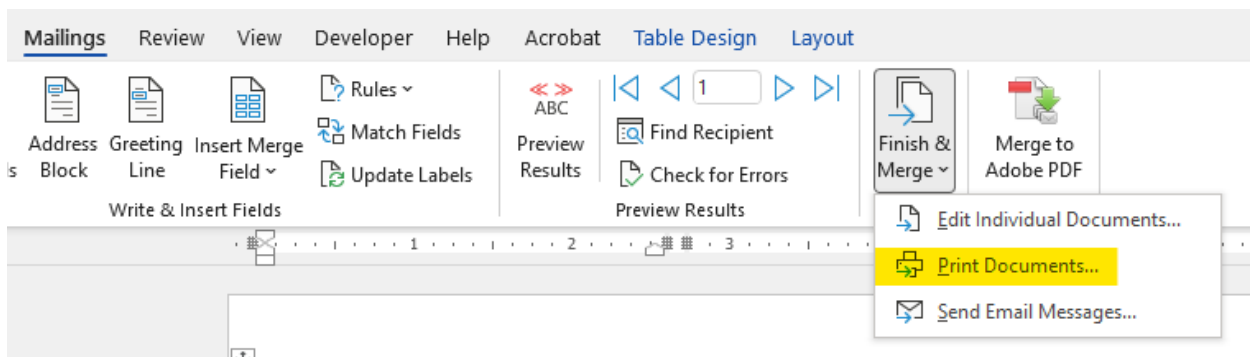
Click on each **Merge Field** which will enter the Merge Field and add appropriate punctuation. It may look like this:



Click on **Update Labels** which will auto fill all the other labels with the same **Merge Field**.

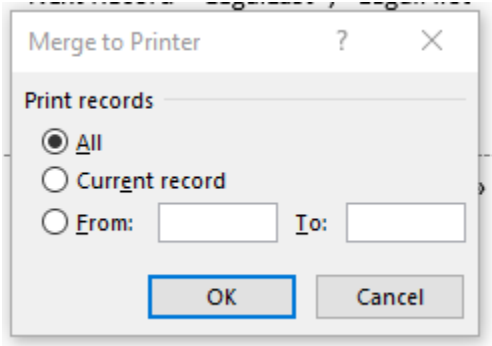


Click on **Finish & Merge** then **Print Documents**.

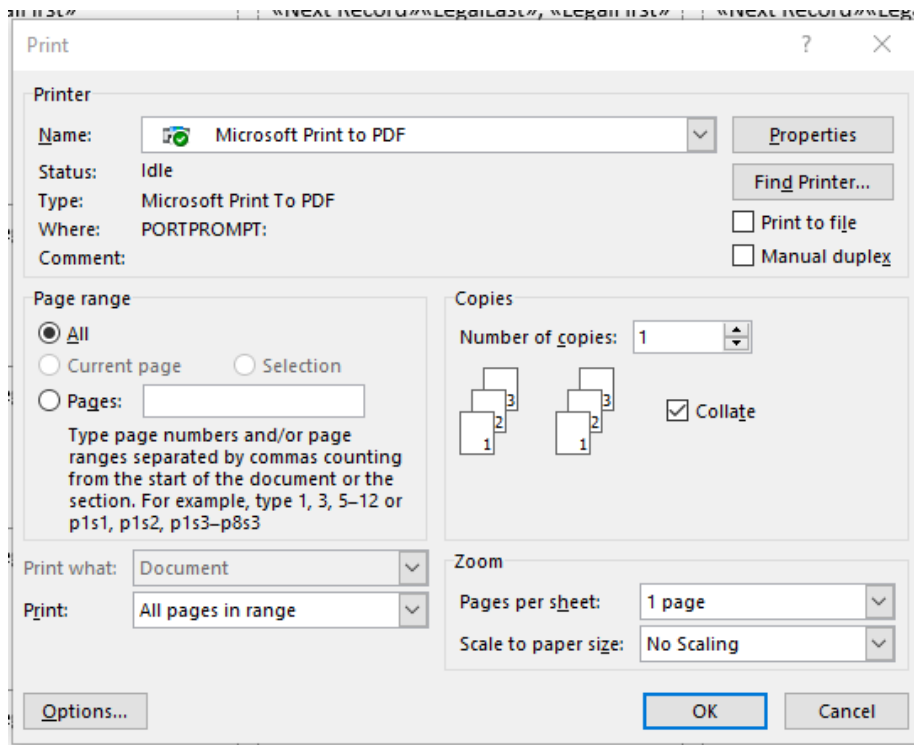


FSA labels from filters and fieldsets to Mail merging label creation

Select **Merge to Printer**, then **Print Records - All**



Print to PDF



Save with Print Output to a location on your computer. Then you will be able to go to that document, open and print to your selected printer onto the labels which you load into the printer.