Print Labels from LCL Web

- 1. Open LCL Web
- 2. Click on Reports / Export



- In the <u>Member Fields</u> box: <u>click</u> the fields needed for Addresses Full Name, Address 1, Address 2, City, State, Zip Code
- 4. Click Add to add it to the Reports Field
- 5. In the Member Status box, select Active
- 6. Click *Export Data* Button
- 7. The exported file will appear in the bottom left corner of the screen as a csv file.



8. <u>*Click*</u> on the csv file to open the exported data in Excel – widen the columns to make it readable.

- 9. <u>Save</u> the file as an Excel file somewhere you will find it easily preferably the Desktop.
- 10. Open a New Word Document
- 11. Click on Mailings on the Menu bar
- 12. Click the drop-down on Start Mail Merge
- 13. Click on *Labels*



 In the Label Options box, <u>select</u> the correct label number that you are using. (Most Mailing labels are Avery 5160 – 1" x 2.63")

Label Options	? ×
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Product number:	Label information
S160 Address Labels S161 Address Labels S162 Address Labels S163 Shipping Labels S164 Shipping Labels S165 Full-Sheet Shipping Labels	Type: Address Labels Height: 1' Width: 2.63' Page size: 8.5' × 11'
Details New Label Delete	OK Cancel

- 15. Click <u>OK</u>
- 16. Click the drop-down arrow next to Select Recipients
- 17. Click on Use an Existing List



18. In the <u>Select Data Source</u> box, navigate to where the list is saved.

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File name: Mail Merge	Microsoft Word	New Source			>

- 19. <u>Click</u> on the document you will be using
- 20. Click Open a Select Table box will appear

Select Table				?	×
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- 21. Highlight the spreadsheet that will be used for the mail merge, then click OK
- 22. Your document will appear as shown below:

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- 23. <u>Enter</u> merged fields into the first blank field at the top left corner of your Word Document.
- 24. Click on the *Insert Merge Field* drop-down arrow. You will see the list of fields from your spreadsheet.



- 25. Make sure your cursor is in the first space of the blank label. Click on *Full Name* from the drop-down box.
- 26. Press <u>Enter</u> to go to the next line. Click on the drop-down from Insert Merge Field and click on <u>Address Line 1</u>
- 27. Press <u>Enter</u> to go to the next line. Click on the drop-down from Insert Merge Field and click on <u>Address Line 2</u>
- 28. Press *Enter*. Click on the drop-down from Insert Merge Field and click on *City*
- 29. <u>Type</u> a comma and then add a space Click on the drop-down from Insert Merge Field and click on <u>State</u>
- 30. <u>Add</u> two spaces Click on the drop-down from Insert Merge Field and click on <u>Zip</u> <u>Code</u>
- 31. Click on the Update Labels button



32. All labels in your document will update with the merge fields.

«Full_Name»	«Next Record» «Full_Name»	«Next Record» «Full_Name»
«Address_Line_1»	«Address_Line_1»	«Address_Line_1»
«Address_Line_2»	«Address_Line_2»	«Address_Line_2»
«City», «StateProvince»	«City», «StateProvince»	«City», «StateProvince»
«Zip_Code»	«Zip_Code»	«Zip_Code»
«Next Record»«Full_Name»	«Next Record»«Full_Name»	«Next Record» «Full_Name»
«Address_Line_1»	«Address_Line_1»	«Address_Line_1»
«Address_Line_2»	«Address_Line_2»	«Address_Line_2»
«City», «StateProvince»	«City», «StateProvince»	«City», «StateProvince»
«Zip_Code»	«Zip_Code»	«Zip_Code»

33. Click on the <u>ABC Preview Results</u> tab – the labels will show names and addresses.



- 34. You are now ready to print the labels. Click on the *<u>Finish and Merge</u>* drop-down arrow.
- 35. Click on *Print Documents*. A merge to printer box will appear.



36. In the Merge to Printer dialog box, select <u>All</u> then click <u>OK</u>

Merge to Printer		×
Print records All Current record From:	<u>I</u> o:	
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37. In the Print dialog box, <u>select</u> your printer – click <u>OK</u> – Make sure your labels are in the printer.

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