Print Labels from LCL Web

1. Open LCL Web

2. Click on Reports / Export
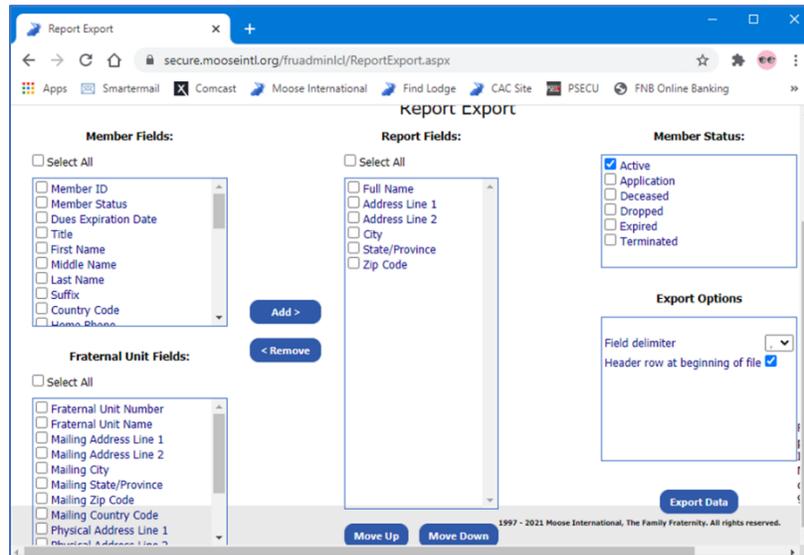
3. In the ***Member Fields*** box: *click* the fields needed for Addresses – Full Name, Address 1, Address 2, City, State, Zip Code

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. *Click* on the csv file to open the exported data in Excel – widen the columns to make it readable.

9. *Save* 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*
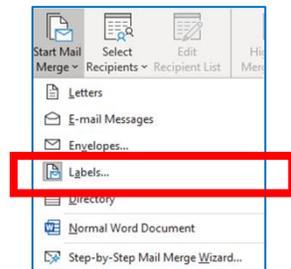
14. In the Label Options box, *select* the correct label number that you are using. (Most Mailing labels are Avery 5160 – 1" x 2.63")
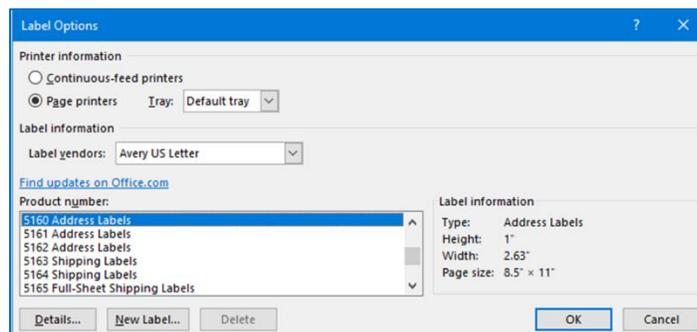
15. Click *OK*

16. Click the drop-down arrow next to *Select Recipients*

17. Click on *Use an Existing List*

18. In the *Select Data Source* box, navigate to where the list is saved.
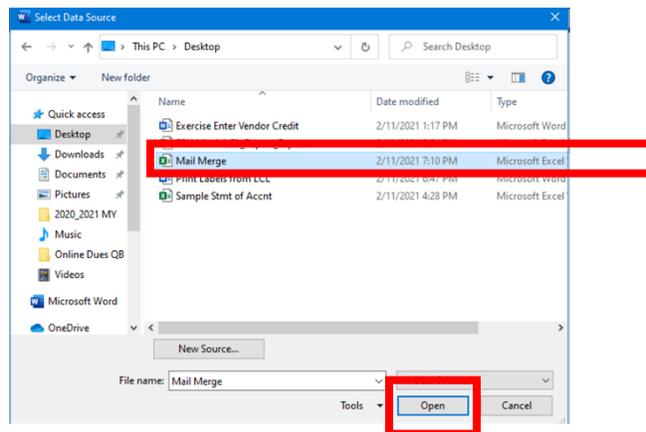
19. *Click* on the document you will be using

20. Click *Open* – a Select Table box will appear
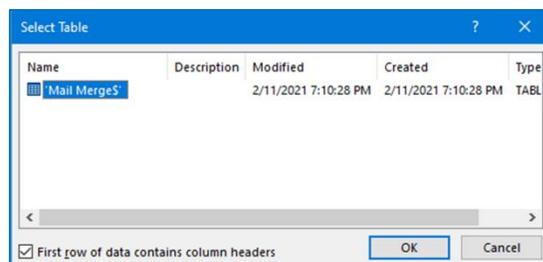
21. *Highlight* the spreadsheet that will be used for the mail merge, then click *OK*

22. Your document will appear as shown below:
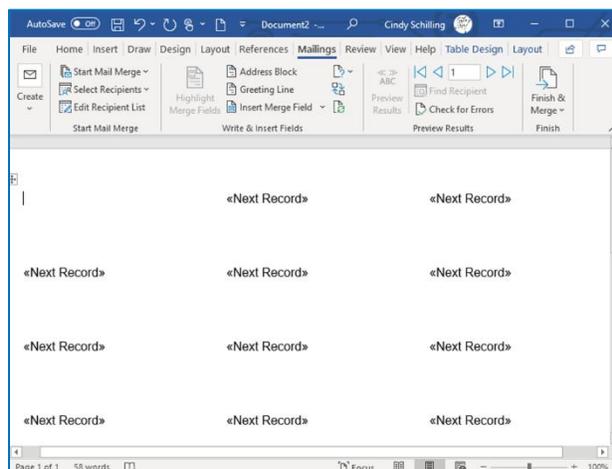
23. *Enter* merged fields into the first blank field at the top left corner of your Word Document.

24. Click on the *Insert Merge Field* drop-down arrow. You will see the list of fields from your spreadsheet.
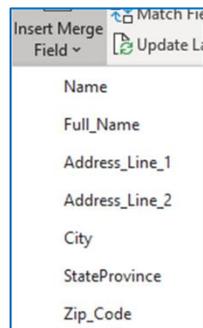
25. Make sure your cursor is in the first space of the blank label. Click on *Full Name* from the drop-down box.

26. Press *Enter* to go to the next line. Click on the drop-down from Insert Merge Field and click on *Address_Line_1*

27. Press *Enter* to go to the next line. Click on the drop-down from Insert Merge Field and click on *Address_Line_2*

28. Press *Enter*. Click on the drop-down from Insert Merge Field and click on *City*

29. *Type* a comma and then add a space - Click on the drop-down from Insert Merge Field and click on *State*

30. *Add* two spaces - Click on the drop-down from Insert Merge Field and click on *Zip Code*

31. Click on the *Update Labels* button

32. All labels in your document will update with the merge fields.
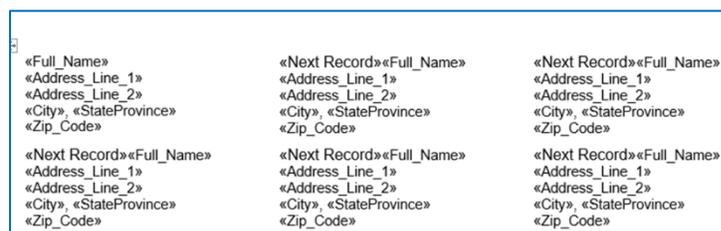
33. Click on the *ABC Preview Results* tab – the labels will show names and addresses.

JOETTE WATSON 181 OLD TROLLEYCARD ROAD EBENSBURG, PA 15931	JOCELYN RAINEY 301 TANNER STREET EBENSBURG, PA 15931	CHRISTINE BENDER 3825 BEN FRANKLIN HWY BELSANO, PA 15922
MICHELE KUBAT 3840 WILLIAM PENN AVE NANTY GLO, PA 15943	ANNETTE ILLIG 201 W OGLE ST EBENSBURG, PA 15931	FRANCES TULLAR 102 CRESTWOOD DRIVE EBENSBURG, PA 15931

34. You are now ready to print the labels. Click on the *Finish and Merge* drop-down arrow.

35. Click on *Print Documents*. A merge to printer box will appear.
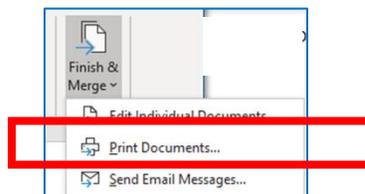
36. In the Merge to Printer dialog box, select *All* then click *OK*

37. In the Print dialog box, *select* your printer – click *OK* – Make sure your labels are in the printer.