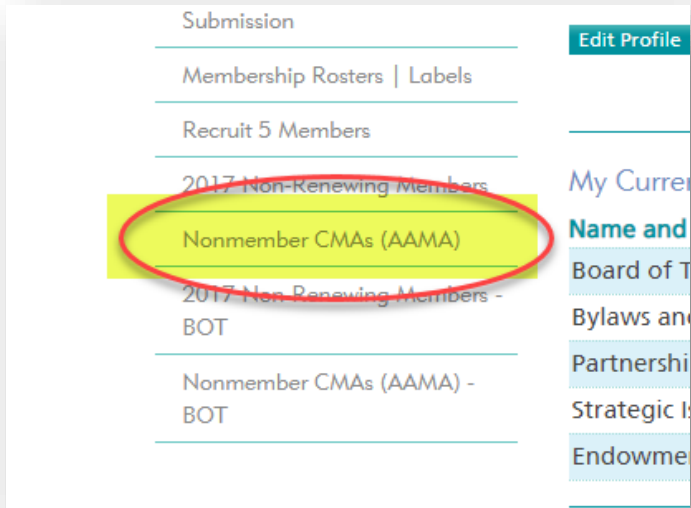


How to Download Member Lists to Labels

1. Sign in to your account on the AAMA website.
2. Click on the member roster that you want to create labels for:



3. Click to download the member roster:

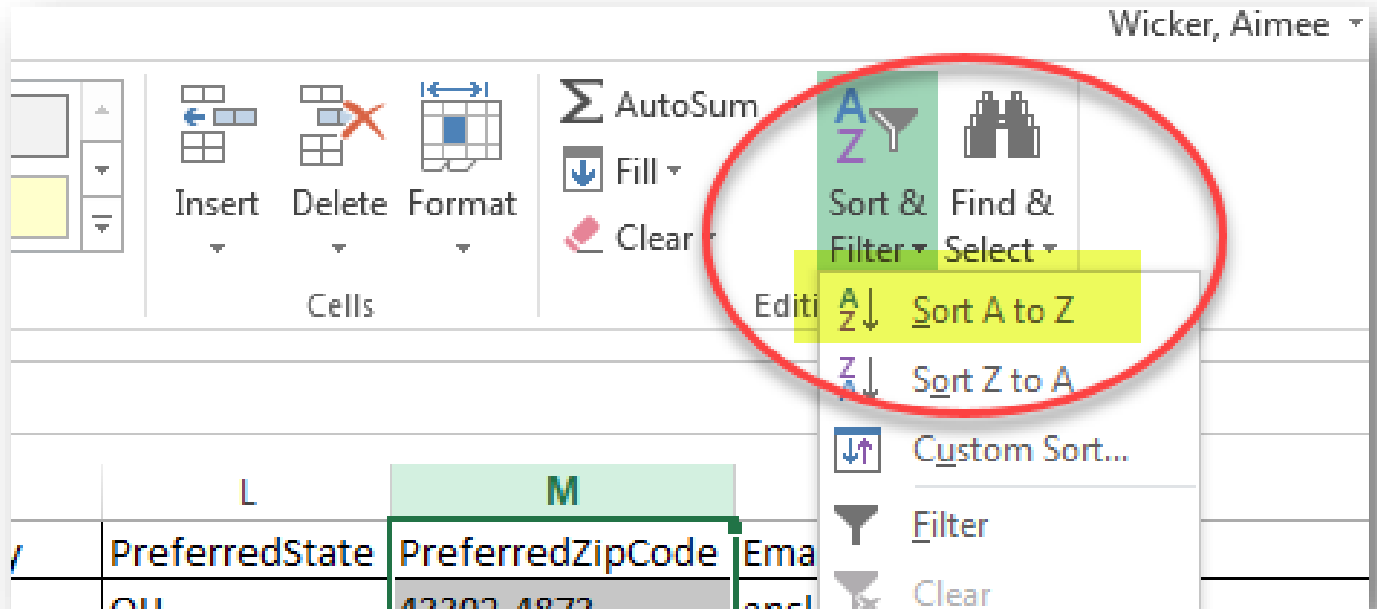


This will open your member list to an Excel spreadsheet where you can sort data as needed.

4. To sort the data, select the column that you would like to sort:

H	I	J	K	L	M	N
erName	PreferredAddressLine1	PreferredAddressLine2	PreferredCity	PreferredState	PreferredZipCode	Email
' West Central			Marion	OH	43302-4873	
' West Central			Lima	OH	45804-1057	
' West Central			Bucyrus	OH	44820-2959	
' West Central			Marion	OH	43302-6016	
' West Central			Prospect	OH	43342-9739	
' West Central			Galion	OH	44833-2735	
' West Central			New Washington	OH	44854-9745	
' West Central			Elida	OH	45807-1018	

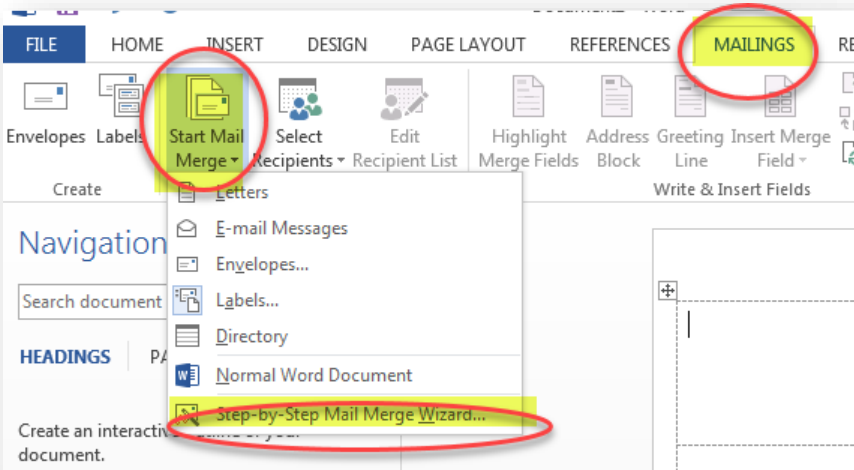
5. Click on the “Sort & Filter” icon and choose how you would like to sort (A to Z will put it in order alphabetically or by smallest to largest number):



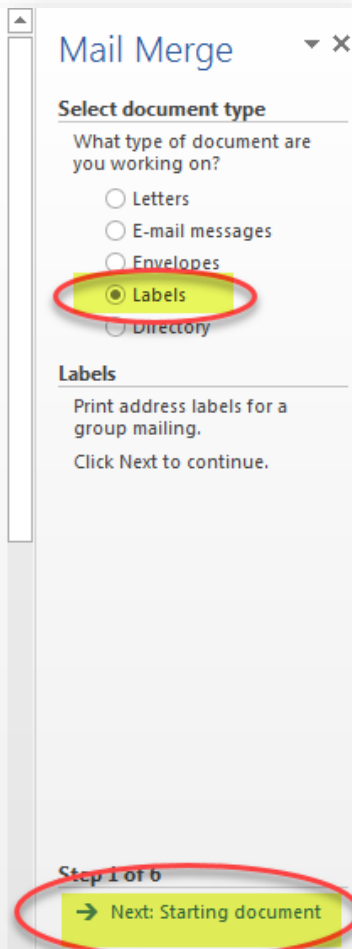
You can now save the file for future use or to download to labels.

Downloading to labels:

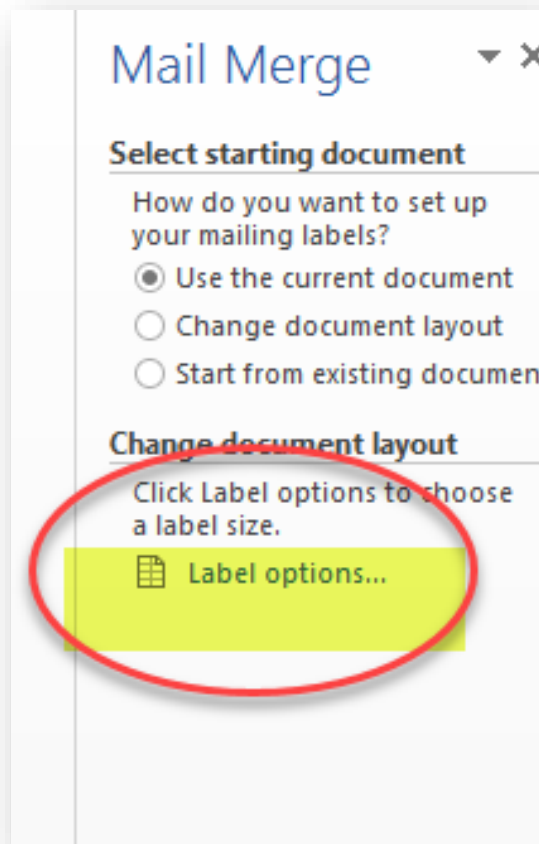
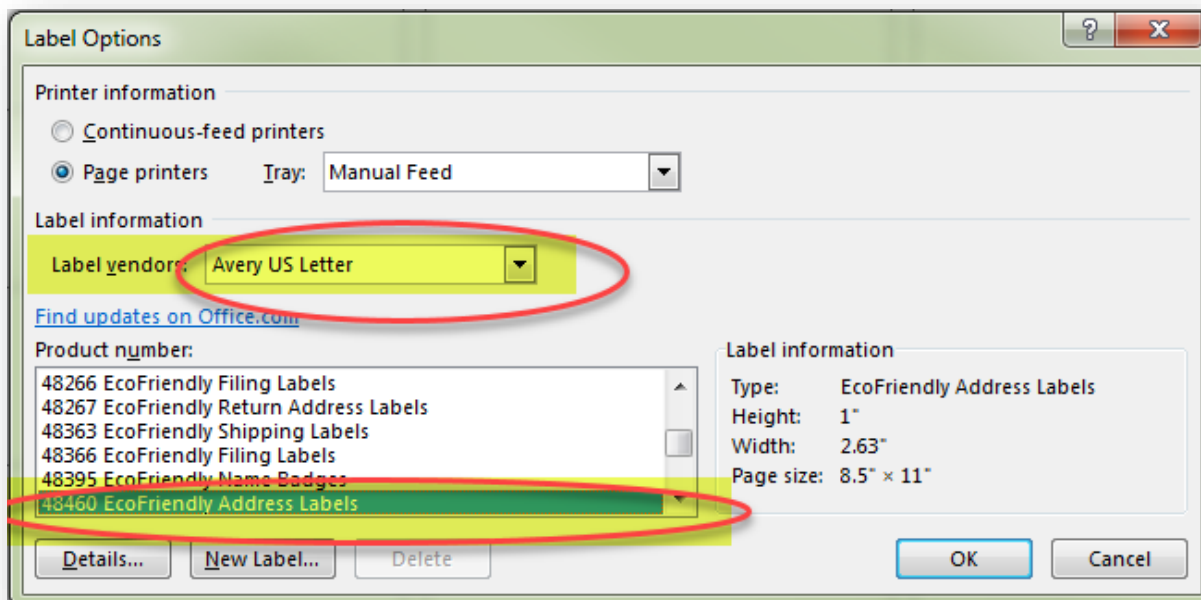
1. After you have saved your Excel list, open Microsoft Word.
2. Click on the “Mailings” tab and then click on “Start Mail Merge” and “Labels.” Follow the prompts to complete your labels:



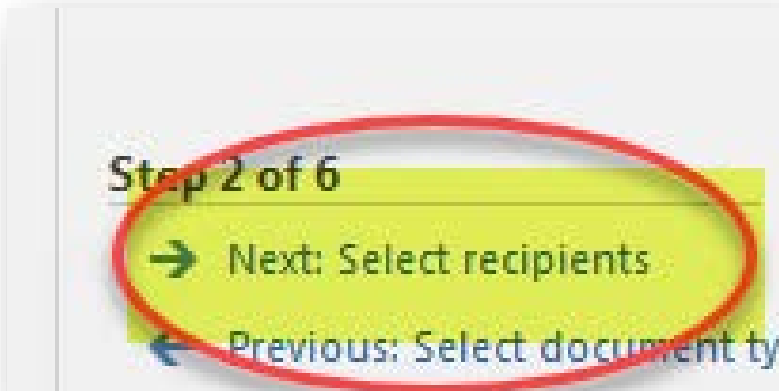
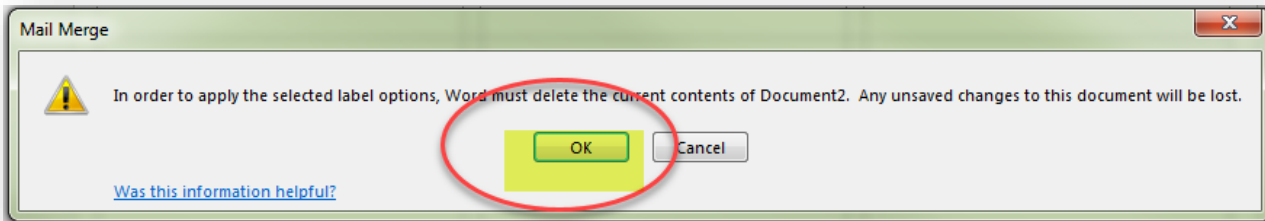
3. Start your mail merge by picking labels as your document type and then clicking “Next” at the bottom:



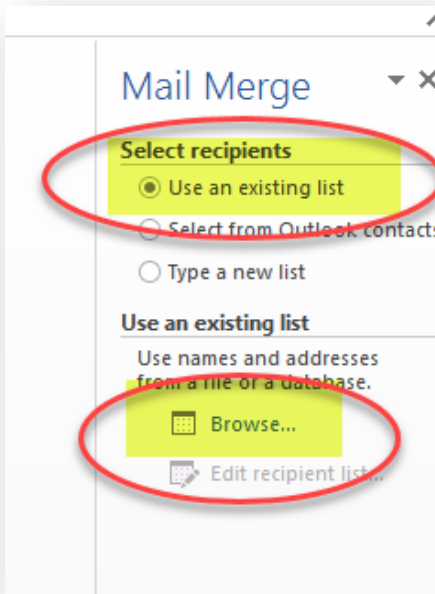
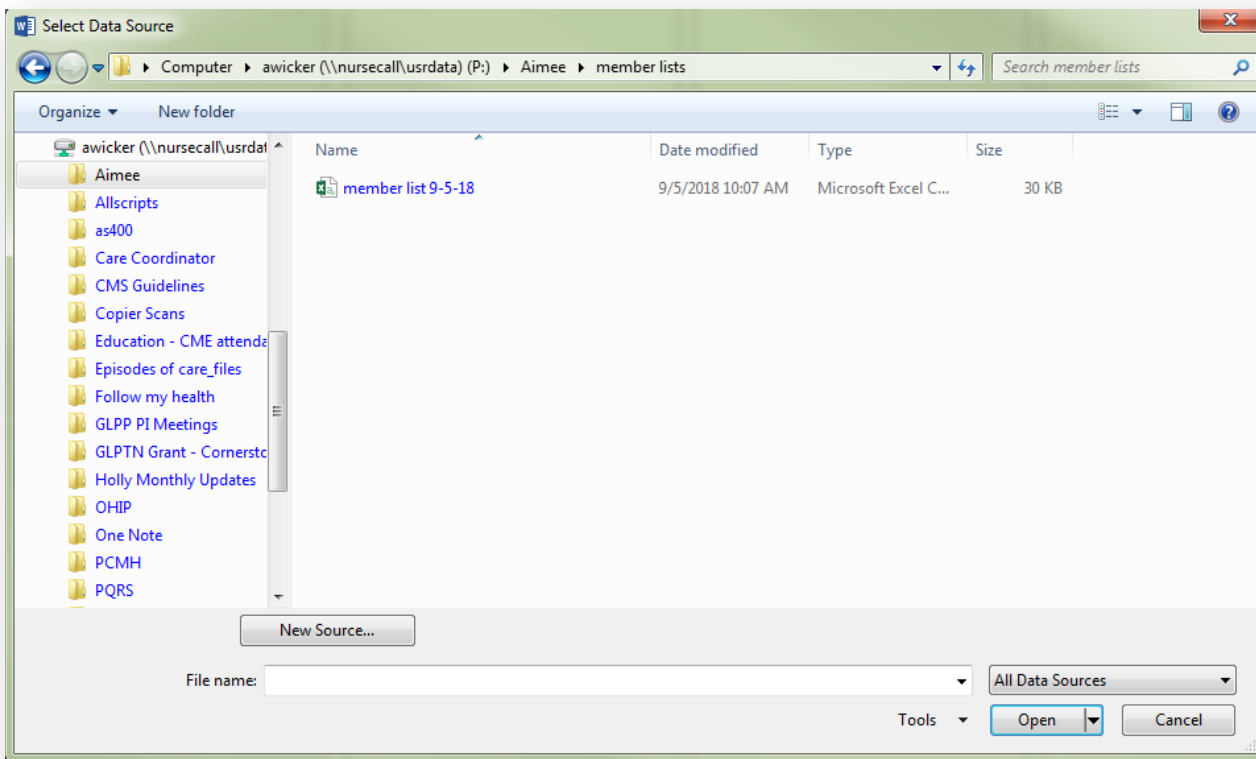
4. Click on "Label options" and pick your label brand/type:



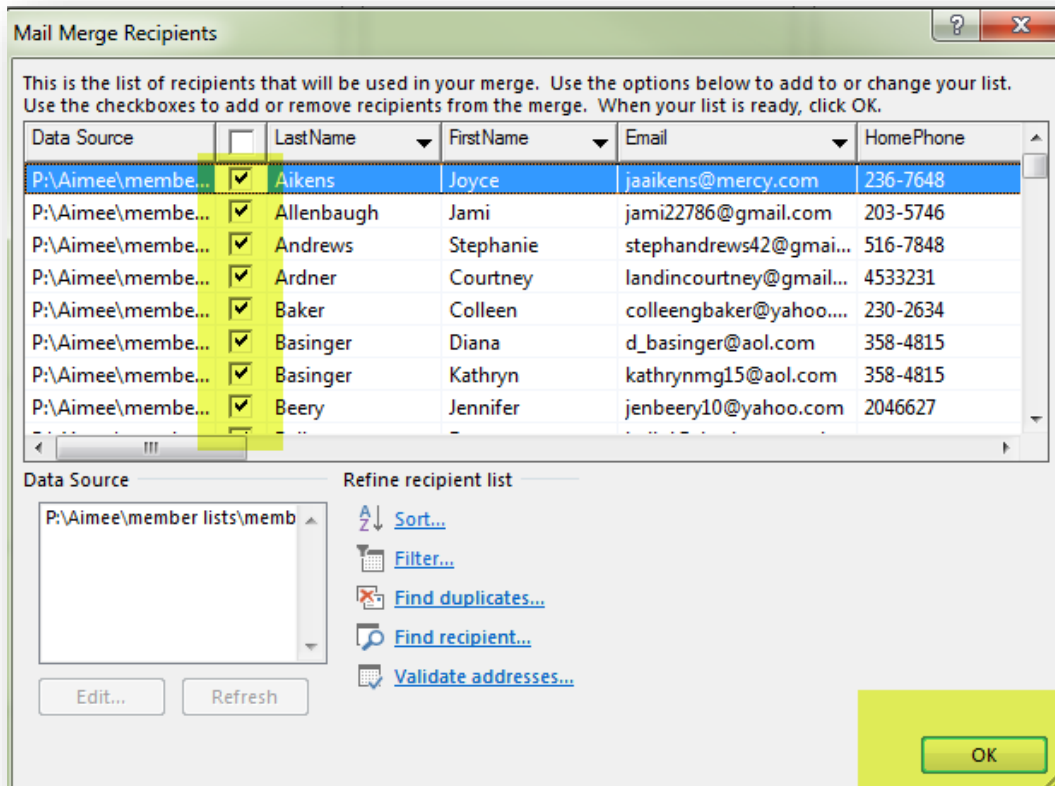
5. Once you select your label type, you will get a pop-up stating it will need to delete current contents—click “OK” and then click “Next”:



6. Select your member list by choosing “Use an existing list” and then clicking “Browse.” Choose the file that you downloaded from the AAMA website and saved previously:



- Once you choose your file a box will pop up showing your mail merge recipients—all members will be automatically checked—remove anyone from the list by unclicking the box.
- Then click “Next” to arrange your labels:



Step 3 of 6

→ Next: Arrange your labels

← Previous: Starting document

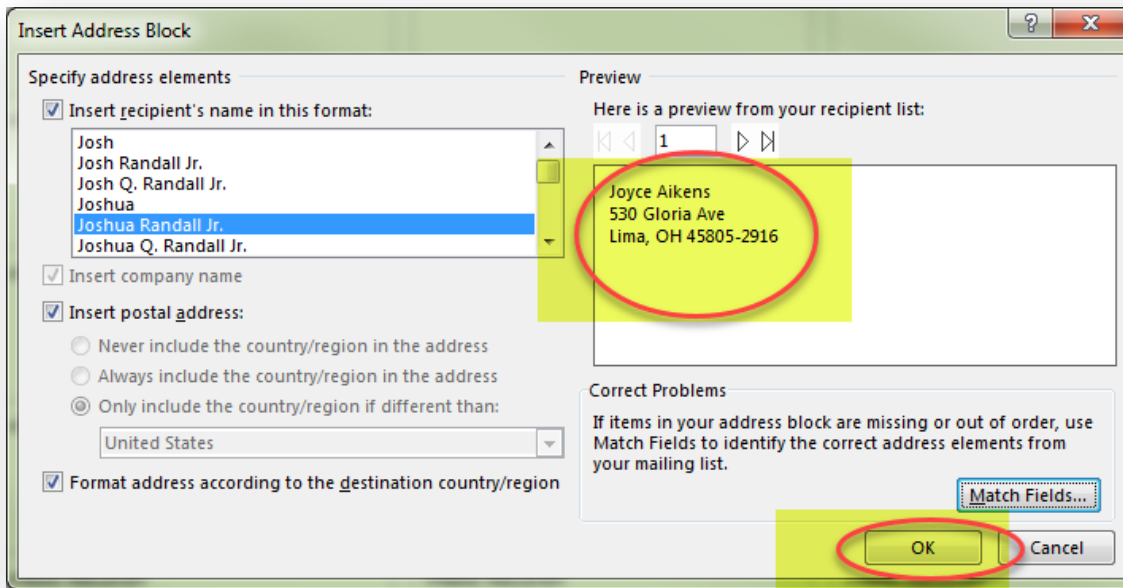
9. #1 Click on “Address block.”
10. #2 Click on “Match Fields.”
11. #3 Pick the highlighted choices to match the fields from the columns to match to the layout of the label.

The screenshot shows the Microsoft Word Mail Merge interface. On the right, the 'Mail Merge' task pane is visible, with the 'Address block...' option highlighted in red and labeled #1. In the center, the 'Insert Address Block' dialog box is open, showing a preview of a recipient list with 'Joyce Aikens' and a 'Match Fields...' button circled in red and labeled #2. Below it, the 'Match Fields' dialog box is open, with several dropdown menus highlighted in yellow and labeled #3. These dropdowns are for 'First Name', 'Last Name', 'Suffix', 'Address 1', 'Address 2', 'City', 'State', and 'Postal Code'. The 'OK' button at the bottom of the 'Match Fields' dialog is also circled in red.

12. You will get a pop up—click “OK”:

The screenshot shows a Microsoft Word dialog box with the following text: "If you match a field to Unique Identifier, data from that field will be stored in your publication where others might be able to read it. Do you want to match this field to Unique Identifier?". Below the text is a checkbox labeled "Don't show this message again". At the bottom, there are two buttons: "Yes" and "No". A link "Was this information helpful?" is located at the bottom left.

13. The data in the preview will now match the information from the Excel spreadsheet—click “OK”:



14. Click “Update all labels” and then click “Next: Preview your labels”:

Mail Merge

Arrange your labels

If you have not already done so, lay out your label using the first label on the sheet.

To add recipient information to your label, click a location in the first label, and then click one of the items below.

- Address block...
- Greeting line...
- Electronic postage...
- More items...

When you have finished arranging your label, click Next. Then you can preview each recipient's label and make any individual changes.

Replicate labels

You can copy the layout of the first label to the other labels on the page by clicking the button below.

Update all labels

Step 4 of 6

→ **Next: Preview your labels**

← Previous: Select recipients

15. It will now show a preview of your labels—click “Next: Complete the merge”:

Mail Merge ▾ ×

Preview your labels

Some of the merged labels are previewed here. To preview another label, click one of the following:

<< Recipient: 1 >>

Find a recipient...

Make changes

You can also change your recipient list:

Edit recipient list...

When you have finished previewing your labels, click Next. Then you can print the merged labels or edit individual labels to add personal comments.

Step 5 of 6

→ Next: Complete the merge

← Previous: Arrange your labels

16. Your labels are now ready to print; click "Print":

