

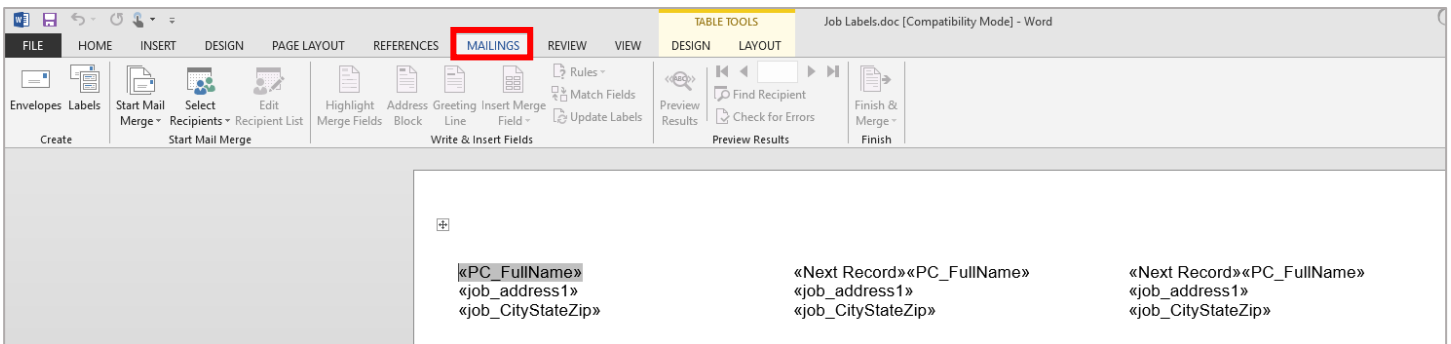
Creating Labels for Jobs, Companies, or Sub/Techs

Data Export Tool

How to create labels for Jobs, Companies, or Sub/Techs using the Data Export Tool.

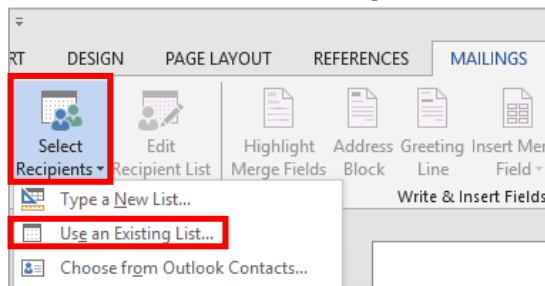
1. To create labels for mailing remember to down load the Job Labels, Company Labels and/or Sub/Tech Labels documents available on the University under *Training Documents* → *Additional Resources*. The documents can be saved anywhere.
2. Go Tools→ Data Export → Jobs, Companies and/or Subs/Techs. Choose your criteria, then click **Export** at the bottom of the page. Depending on the browser that is being used the file may download directly into the Downloads folder on your computer or a dialogue box will pop up, asking 'What do you want to do with the Data Export.xls?' If the pop-up box populates simply click Save.
3. Go to your Downloads or the location where the file is located open the file, select '**Save As**', the file must be saved in an .xlsx format, once you have changed the format the file can be saved anywhere. Close the excel spreadsheet.
4. Open the Label Word Document (Job, Company and/or Sub/Tech).
5. After opening the word document

a. Click on the **Mailings** tab



b. Single click on **Select Recipients**

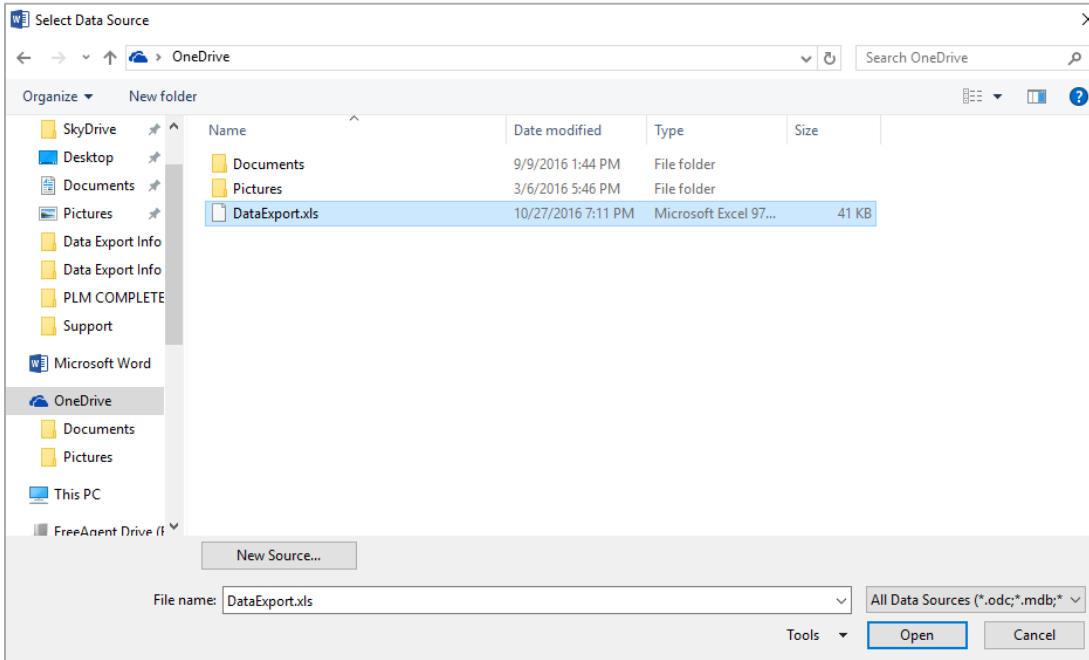
c. Click on Use an **Existing List...**



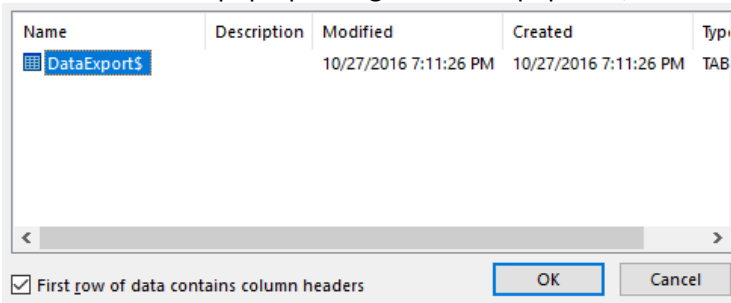
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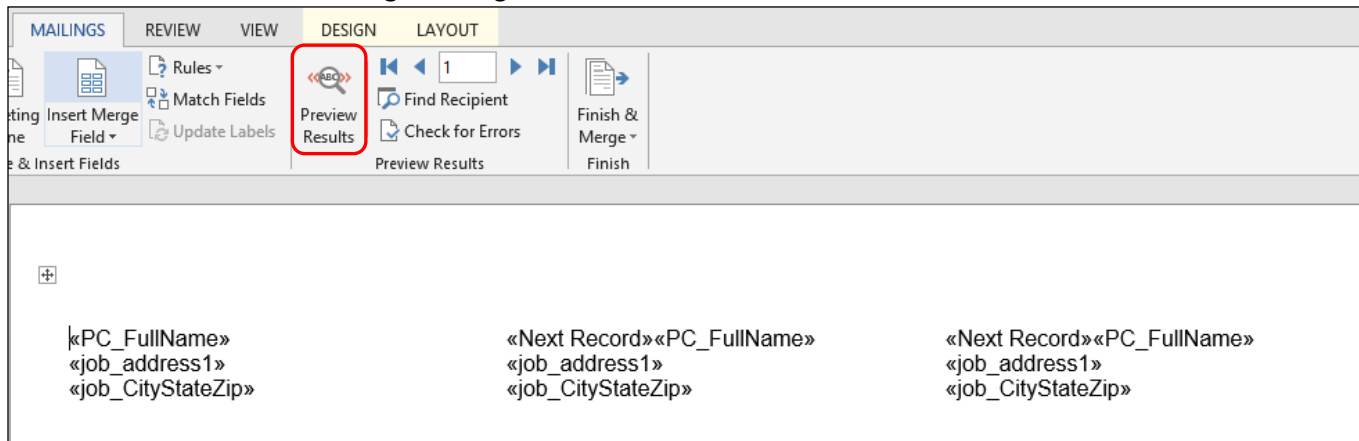
d. Browse to the location where you saved the .xlsx file, click **Open**



e. A pop-up dialogue box will populate, click **OK**



f. Within the Mailings tab single click on «ABC» **Preview Results**





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- g. After clicking the «ABC» Preview Results the merged data will be placed into the merge fields and the labels are ready to be printed.

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