

Making Labels for Dive Team

Copy Team off of the worksheets you get from Statistician

(I copy first and last names and age group)

Open New Blank Worksheet

A1 cell paste values for name and age group

Save (you do this for both teams in separate worksheets.)

Labels, Word, Start mail merge, Labels, Avery5160/ok

Select Recipient, use existing, find your document that you saved.

Labels

Date Age B/G

(shift Enter to get to next line)

(Insert merge field) First Name, (space)(Insert merge field Last Name)

Hard Enter

Score_____ Q/NQ (shift Enter)

Pool Vs. Pool

Update Labels

Preview Results

Finish Merge

Print Documents/All

Making Labels Using A MAC

Copy Team off of the worksheets you get from Statistician
(I copy first and last names and age group)

Open New Blank Worksheet

A1 cell paste values for name and age group

Save (you do this for both teams in separate worksheets.)

Go to Tools, Mail merger manager Labels

Make sure you have the right labels Address, Avery etc. Then click ok
Then at bottom you hit mail merger.

Under Mail Merge Manager

Select Recipients List

Get List

Open data Source

Find your save file for the first team

Choose that file

Something may come up saying file needs to be open by excel. Click ok

Open Workbook will come up. Click ok

Then edit labels will come up

Date Age B/G

(shift Enter to get to next line)

(Insert merge field) First Name, (space)(Insert merge field Last Name)

Hard Enter

Score_____ Q/NQ (shift Enter)

Pool Vs. Pool

Then you preview results at hit the arrow to the Right with a line next to it.

Complete merge

I choose the second picture under this section not the printer one.

I look at the Word document with all the information and Print under file.