

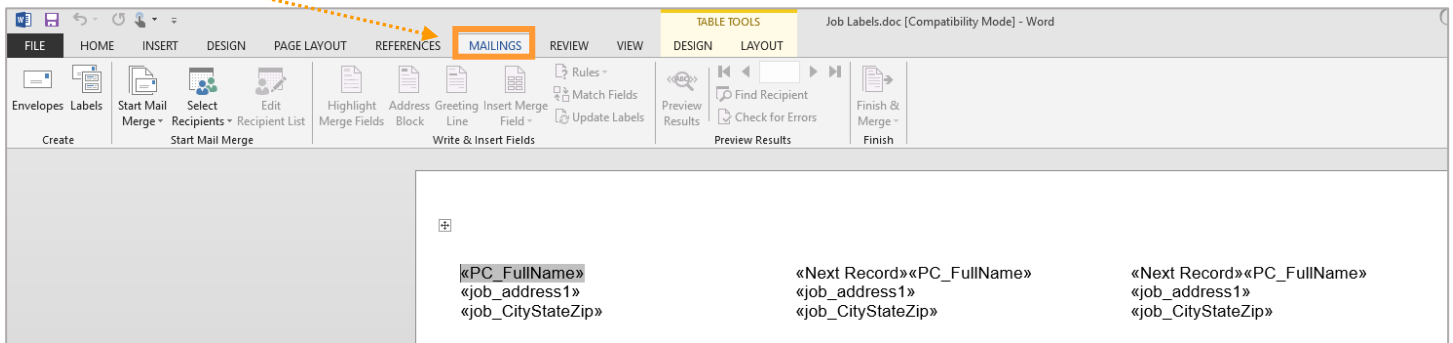
Creating Job and Vendor - Labels

Data Export Tool

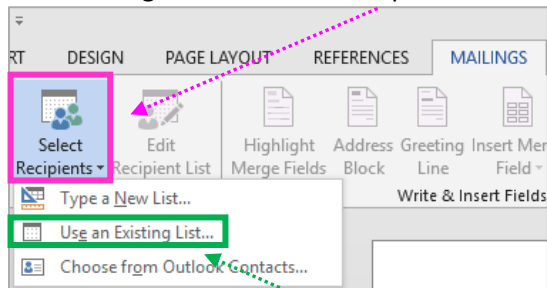
How to create labels for Jobs or Vendors from the Data Export Tool.

1. To create labels for mailing remember down load the Job labels and Vendor Labels documents available on the University under *Training Documents* → *Additional Resources*. The documents can be saved anywhere.
2. Go Tools from the blue toolbar → Click on Data Export → Jobs and/or Vendors. Choose your criteria, then click the **Proceed** button 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 .xls format, once you have changed the format the file can be saved anywhere. Close the excel spreadsheet.
4. Open the Job Labels or the Vendor Labels word document.
5. After opening the word document

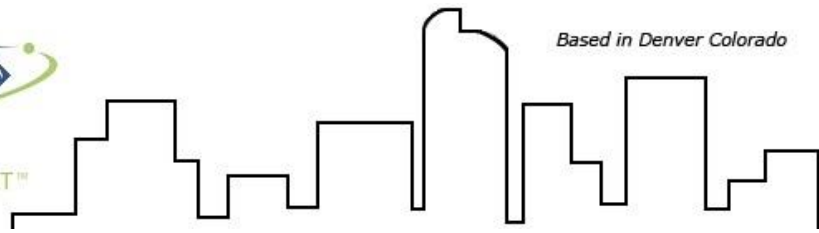
✓ Click on the Mailings tab



✓ Single click on Select Recipients



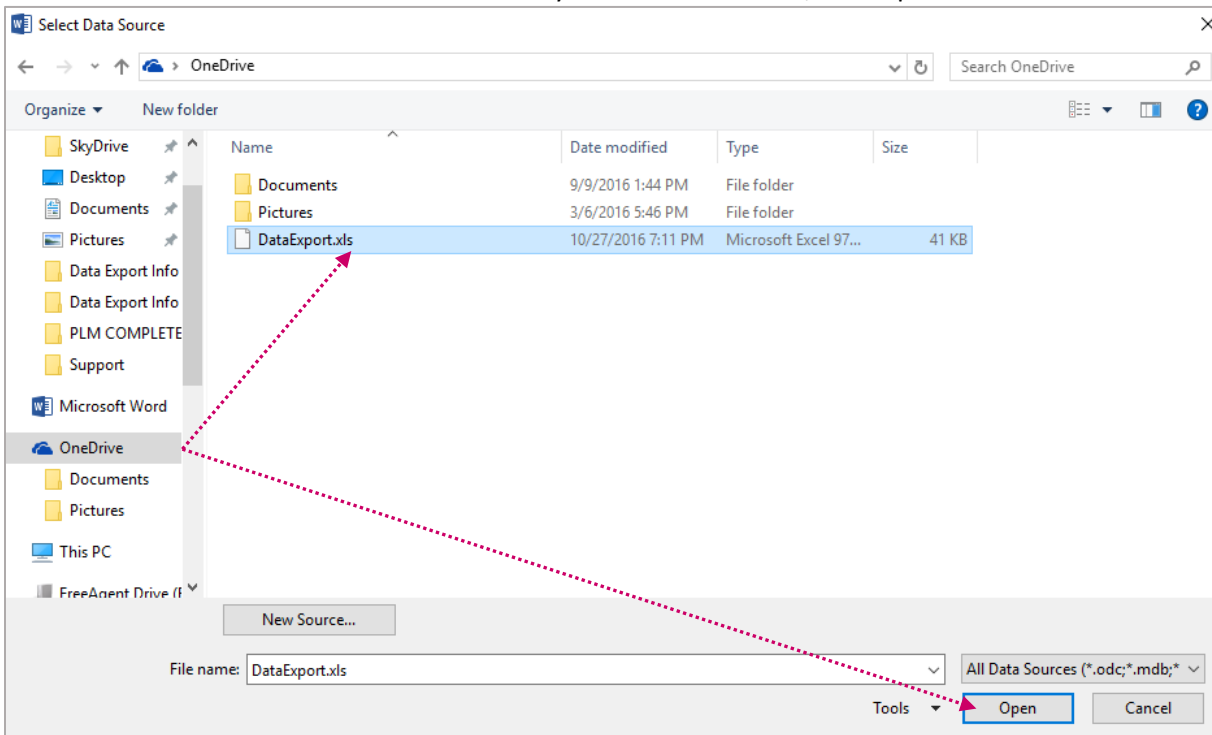
✓ Click on Use an Existing List...



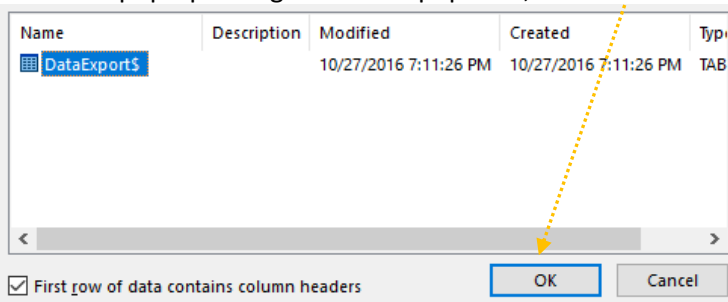
Creating Job and Vendor - Labels

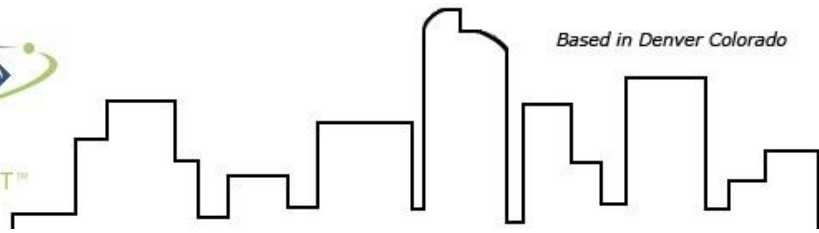
Data Export Tool

✓ Browse to the location where you saved the .xls file, click Open



✓ A pop-up dialogue box will populate, click "OK".

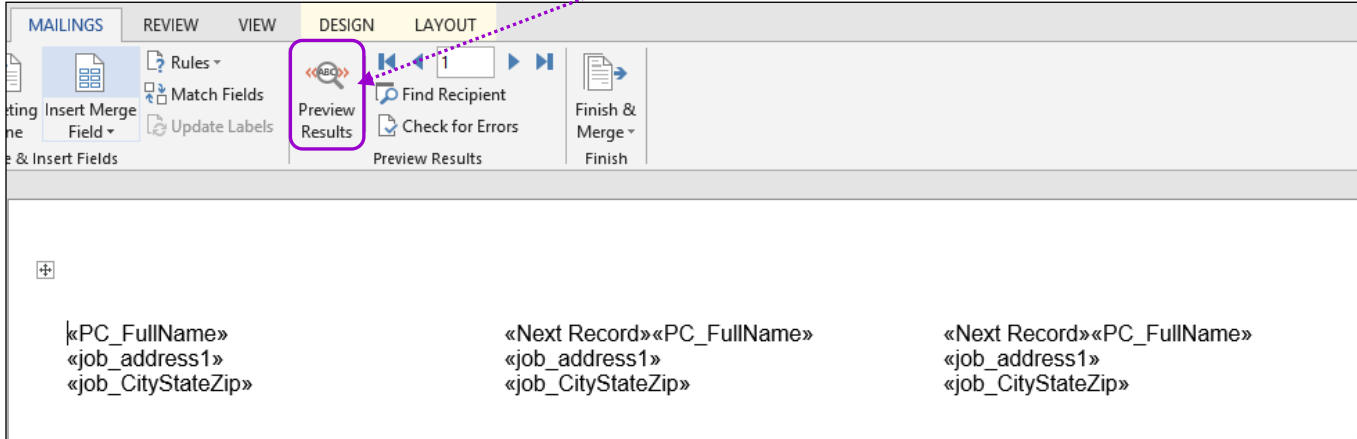




Creating Job and Vendor - Labels

Data Export Tool

- ✓ Within the Mailings tab single click on «ABC» Preview Results.



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

Kaitlin Anderson 1512 Turtle Bay Cove Ponte Vedra Beach, FL 32082	Emma Rose Lawrence 7007 Turtle Bay Cove Ponte Vedra Beach, FL 32082	Mary Jane Jackson 1013 Turtle Bay Cove Ponte Vedra Beach, FL 32082
Amy Lou Matthews 2016 Turtle Bay Cove Ponte Vedra Beach, FL 32082		