
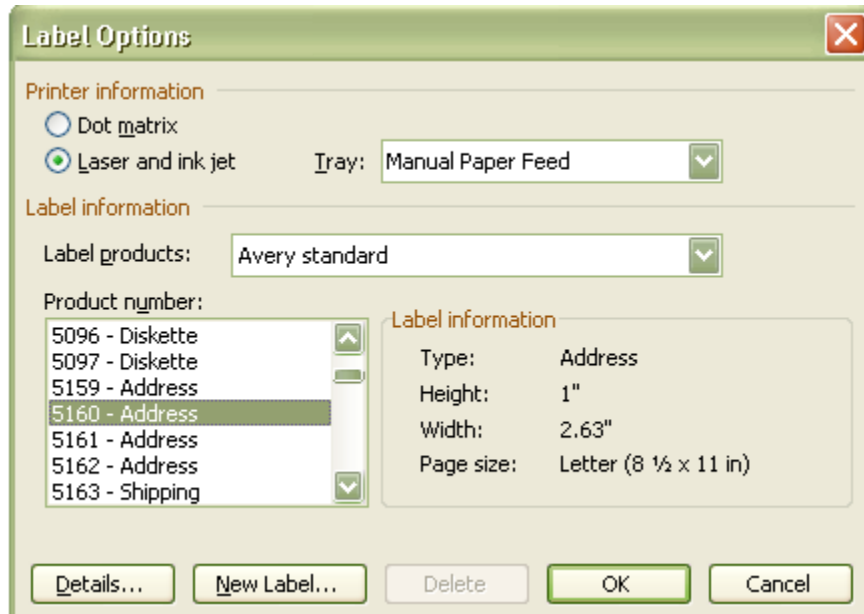


How to Create Location Labels


1. Run INV_ITEM_REQ_CATALOG to excel and save the file (remember where you save the file – we will need to find it again later)
2. Open a new Word Document
3. Go to: Tools – Letters and Mailings – Mail Merge (2003)
4. Choose Labels then click Next: Starting Document at the bottom
5. Click the Label Options link ( Label options...)
6. Select the label you want to use (for standard address use Avery 5160) and click OK

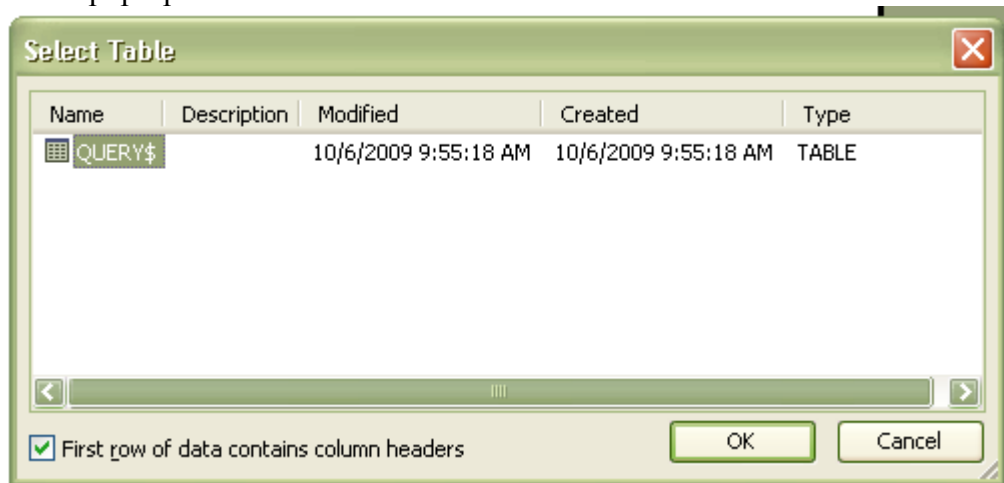


The 'Label Options' dialog box is shown with the following settings:


- Printer information:** Dot matrix, Laser and ink jet, Tray: Manual Paper Feed
- Label information:** Label products: Avery standard
- Product number:** 5096 - Diskette, 5097 - Diskette, 5159 - Address, 5160 - Address (selected), 5161 - Address, 5162 - Address, 5163 - Shipping
- Label information:** Type: Address, Height: 1", Width: 2.63", Page size: Letter (8 1/2 x 11 in)

Buttons at the bottom: Details..., New Label..., Delete, OK, Cancel

7. Click Next: Select Recipients at the bottom
8. Choose Use an Existing List
9. Below this click the Browse link ( Browse...)
10. Find the Excel file you created from the query and select the file
11. On the pop-up for the Select Table select OK



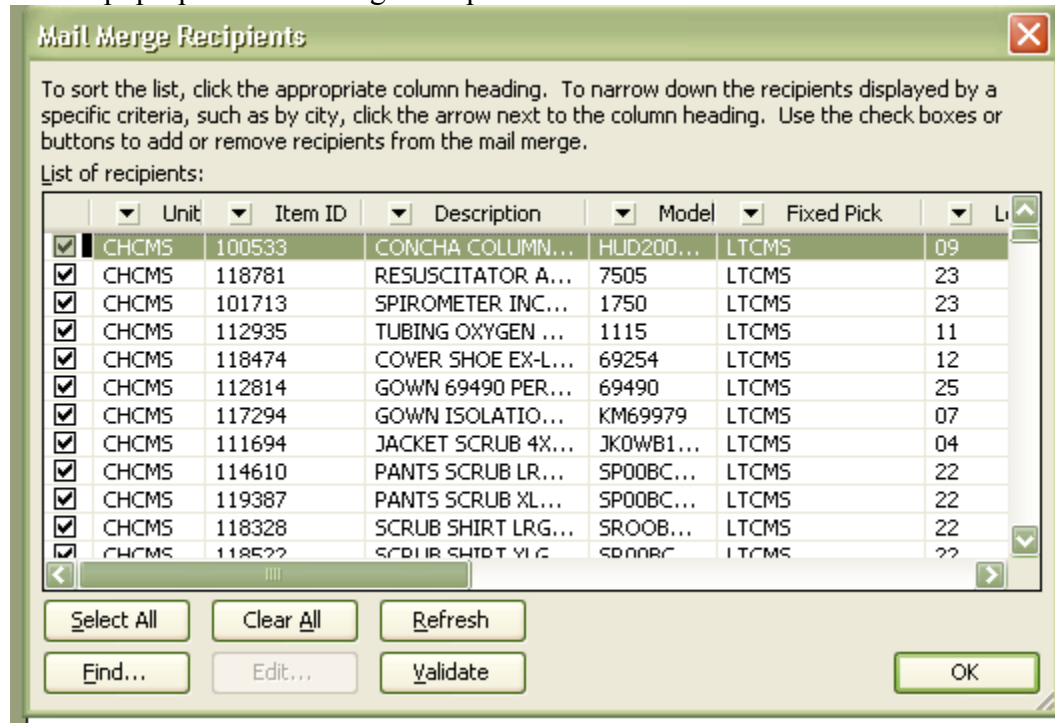
The 'Select Table' dialog box shows a table with the following data:


Name	Description	Modified	Created	Type
 QUERY\$		10/6/2009 9:55:18 AM	10/6/2009 9:55:18 AM	TABLE

At the bottom, the checkbox 'First row of data contains column headers' is checked. Buttons: OK, Cancel

How to Create Location Labels

12. On the pop-up for Mail Merge Recipients select OK



13. Click Next: Arrange your labels at the bottom
14. Click the More Items link ( [More items...](#)) this will let you select which information you want on the label
15. Choose the fields you want on the label – either double click each field or select the field and select insert – when done select close



How to Create Location Labels

16. You now have the label fields on the first label but you will need to work with the format to make it look like you want – change the font, size, spacing, etc


```
«Item_ID»«Description»«FP_Location»  
«FPL_UOM»«Rate»«Std_UOM»  
»
```

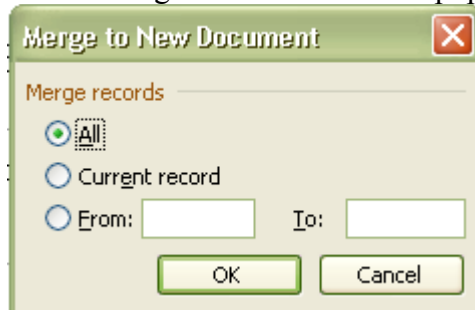
17. After you have finished formatting the first label

```
«Item_ID»  
«Description»  
|  
«FP_Location»  
(«FPL_UOM» «Rate» «Std_UOM»)
```

Update all labels

click the Update All Labels button

18. Click the Next: Preview Your Labels link at the bottom
19. Review your label format – if it does not look like you want then click the Previous: Arrange your labels link at the bottom and repeat 17 & 18
20. If labels look like you want click the Next: Complete the merge link at the bottom
21. Click the Edit Individual labels ( Edit individual labels...) link to create a file you can save.
22. On the Merge to New Document pop-up select All then OK



23. A new file will be created – Save the file and Print as needed.