

# Step-by-Step Guide: How to Print Employee Labels

## How to Print Employee Labels


If you want to print labels to send out information to USD employees, follow these directions:







1. Login into <http://oracleapps.sandiego.edu>
2. Click  [USD HR Public Access Reporting](#)

(If you do not have this option, fill out this form: [www.sandiego.edu/its/pdf/forms\\_guidelines.pdf](http://www.sandiego.edu/its/pdf/forms_guidelines.pdf) and submit it to Maher Hall Room 170.)




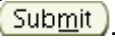

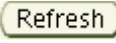

3. Click  [Print Labels](#)

4. You will be asked to fill in the following fields. To see a list of possible options for each


field, click the  and then the **Go** button.

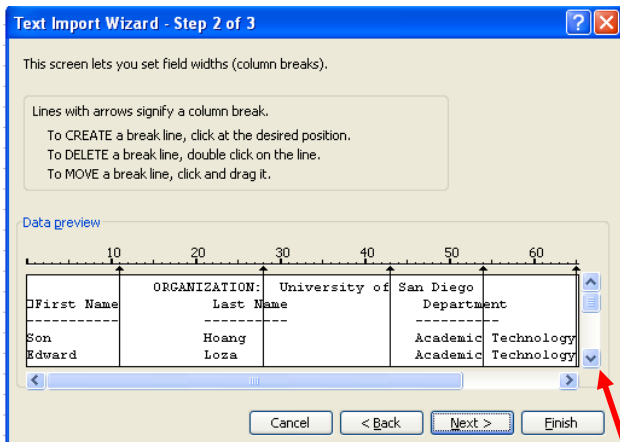
* Work Group	<input type="text"/>	
* Assignment Category	<input type="text"/>	
* Benefit Status	<input type="text"/>	
* Output Style	<input type="text"/>	
* Organization Structure	<input type="text"/>	
Version	<input type="text"/>	
* Parent Organization	<input type="text"/>	
Assignment Status	<input type="text"/>	

5. Enter the **Workgroup** as one of the following:
  - a. Administrators
  - b. All Groups
  - c. Faculty
  - d. Staff
  - e. Students
6. Enter the **Assignment Category** as one of the following:
  - a. All
  - b. Fulltime-Regular
  - c. Fulltime-Temporary
  - d. Parttime-Regular
  - e. Parttime-Temporary
7. Enter **Benefit Status** with one of the following:
  - a. ALL
  - b. Benefit Based
  - c. Non Benefit Based

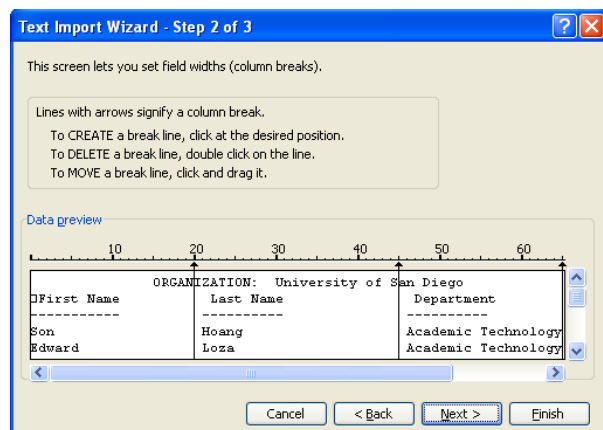
8. Enter the **Output Style**. If you have Avery labels with the product number 5160 or 5960, you can enter option “a”. If you have any other type of label, enter option “b”. Option “b” will require you to perform a mail merge. For instruction on how to do this, see \_\_\_\_\_.
  - a. USD .pdf format for Avery 5160 or 5960 Labels
  - b. USD .txt file for import to MS Excel
9. Enter the **Organization Structure** with:
  - a. USD Primary Structure
10. Enter the **Version** as “1”.
11. Enter the **Parent Organization**.
  - a. If you want labels for the entire university, select “University of San Diego”.
  - b. If you want labels just for a specific department, click the  and search for the department you are looking for.
12. Enter the **Assignment Status** (optional).
  - a. If you want labels for employees with active assignments, enter “Active Assignment”.
  - b. If you are looking for a specific assignment type, click the  and select the assignment status you are looking for.
13. Click .
14. The Schedule Review page will appear. Verify that the information is correct. Then click .
15. On the next page, click .
16. This will take you to the Requests page. If the status is showing the Phase as anything but “Complete”, click . You can do this periodically until the Phase reads, “Complete”.
17. Click on the Output button: .
18. If you selected Option A in Step 8, you are done! Load your labels in the printer and print!

If you selected Option B in Step 8, continue on with the directions.

19. Using your internet browser, save this page as a txt file. (If using Internet Explorer, click  Page, "Save As...", give the file a name and then click **Save**.)
20. Open Microsoft Excel and then click File, then Open.
21. In the **Open** window, in the **Files of Type** list, select "Text Files".
22. Locate the file that you saved and click **Open**.
23. The **Text Import Wizard** window will appear.
24. Make sure that **Fixed Width** is selected and click **Next**.
25. Scroll down until you see the names of people on your list.



26. Click and drag the vertical lines appearing on top of your data to align with the beginning of your columns. For example, it might look like this:



27. Click **Finish**.
28. You will then see your spreadsheet. Delete rows 1-22 so that you can use it for a mail merge.
29. Save this file: Click **File**, then **Save As...**
30. From the **Save as type** menu, select **Microsoft Office Excel Workbook (\*.xls)**. It is the first option on the list.
31. Give the file a name and tell the computer where to save it.

### Mail Merge

Now that you have the information you need in the spreadsheet, you will need to perform a mail merge to print this information on labels.

Performing a mail merge is easy. But explaining how to perform a mail merge may seem confusing. If you would like more individualized support for how to perform a mail merge here are some options:

**Option A:** Use the Mail Merge job aid. This may be an appropriate option for those who are computer savvy. This job aid is attached below.

**Option B:** Visit Microsoft's website at <http://office.microsoft.com>. Here are links to their online mail merge courses:

For Office 2003:  
<http://office.microsoft.com/training/training.aspx?Asse%7DtID=RC011205671033>

For Office 2007:  
<http://office.microsoft.com/training/training.aspx?Asse%7DtID=RC102778121033>

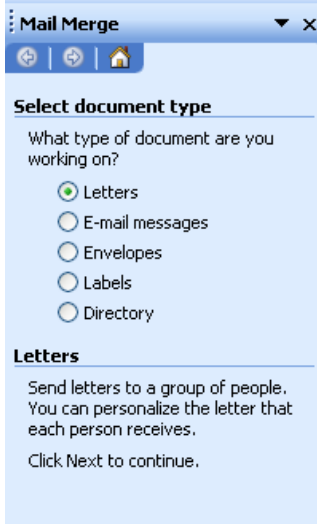
**Option C:** Contact the USD Training & Development Team at [usdtraining@sandiego.edu](mailto:usdtraining@sandiego.edu) or call extension 4594.

# Step-by-Step Guide: How to Print Labels with Mail Merge (Word 2003)

## How to Print Labels Using Mail Merge 2003

To begin, you will need to have the labels that you will be using. Locate the product name and number. Open the Microsoft Office Word software program.

1. Open Microsoft Word.
2. From the main toolbar, select **Tools**, then **Letters and Mailings**, and then **Mail Merge**. This will open the Mail Merge task pane on the left side of the window:



3. Select Labels and then click **Next: Starting document** at the bottom of the task pane.
4. Select Change document layout and then click **Label options...**.
5. The **Label Options** window will open. From the **Label Products** drop down menu, select the product name for the labels you are using.
6. Locate the Product Number for the labels (usually on the box or somewhere on the page of labels) and select that from the **Product Number** list. Then click **OK**.
7. Click **Next: Select recipients**.
8. Next you will have to **Select Recipients**. Click **Use an existing list**. Then click **Browse...**.
9. The **Select Data Source** window will appear. Locate the spreadsheet that has the data you want to use.

10. Click **Open**, then **OK**, then **OK**.
11. Click **Next: Arrange your labels**.
12. Click **More items...**.
13. This will open the **Insert Merge Field** window. You are going to insert the fields you want to use from your spreadsheet. You will see the changes only in the first label for right now.
14. Click on the first name, then click the **Insert** button. Then click the **Close** button.
15. Press the space bar one time. (This will add a space between the first and last name.)
16. Click **More items...**. Click on the last name, then click the **Insert** button. Then click the **Close** button.
17. Press the **Enter** key on your keyboard to go to a new line.
18. Click **More items...**. Click on the department and then click the **Insert** button. Click the **Close** button.
19. If you want to change the font or any other formatting for the labels, do it to the first label at this time.
20. Click **Update all labels**.
21. Click **Next: Preview your labels**.
22. If the labels look the way you want them to, click **Next: Complete the merge**.
23. To print you have two options from this page:
24. **Option A:** Click **Print...** which will send the file directly to the printer. (Make sure to have your labels loaded.)
25. **Option B:** Click **Edit individual labels...**. This will open the labels in a new document where you can print and or save the file.
26. If you have questions or need additional support, please contact the USD Training & Development team at [usdtraining@sandiego.edu](mailto:usdtraining@sandiego.edu) or call the HR office at ext. 4594.