

# Using Mail Merge to Print Spine Labels from Evergreen

These instructions are to print spine labels on label stock for laser or desk jet printers using Mail Merge in MS Word 2010. The initial set-up in Mail Merge is time consuming; however, you can save the file and not have those steps every time. These instructions assume familiarity with Evergreen spine label printing functionality and do not fully illustrate those steps.

## Creating a spine label file in Evergreen 2.1

Populate **Item Status (F5)** with barcodes of items needing spine labels. You can do this by:

- Scanning barcodes directly into **Item Status (F5)**.
- Uploading a file of barcodes created from a report.
- Transferring from an **Item Bucket**.

Whichever method you use, make sure **Trim List** box is unchecked. If you have nonstandard barcodes, make sure **Strict Barcode** is unchecked.

Highlight all entries.

Right click or choose **Actions for Catalogers** or **Actions for Selected Items** then, **Print Spine Labels**.

It may take a few moments for a large file to open in the **Print Spine Label** interface.

Make sure your settings are correct and that **Pocket Labels** are not **Enabled**. **Re-generate** if you make any changes.

Click on the **Preview and Print** button.

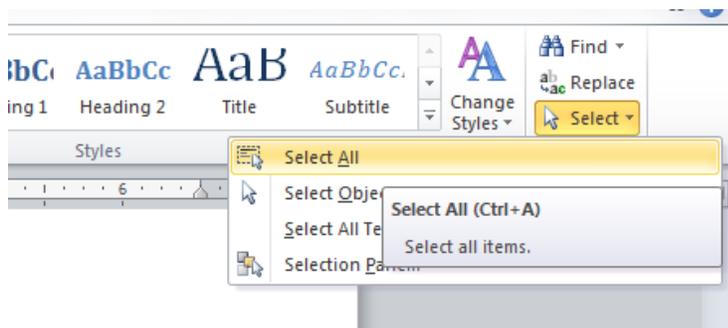
Click somewhere in the white space of the printing preview screen, then press **CTRL+A** to highlight the entire group and then **CTRL+C** to copy.

## Setting up a spine label file in MSWord 2010

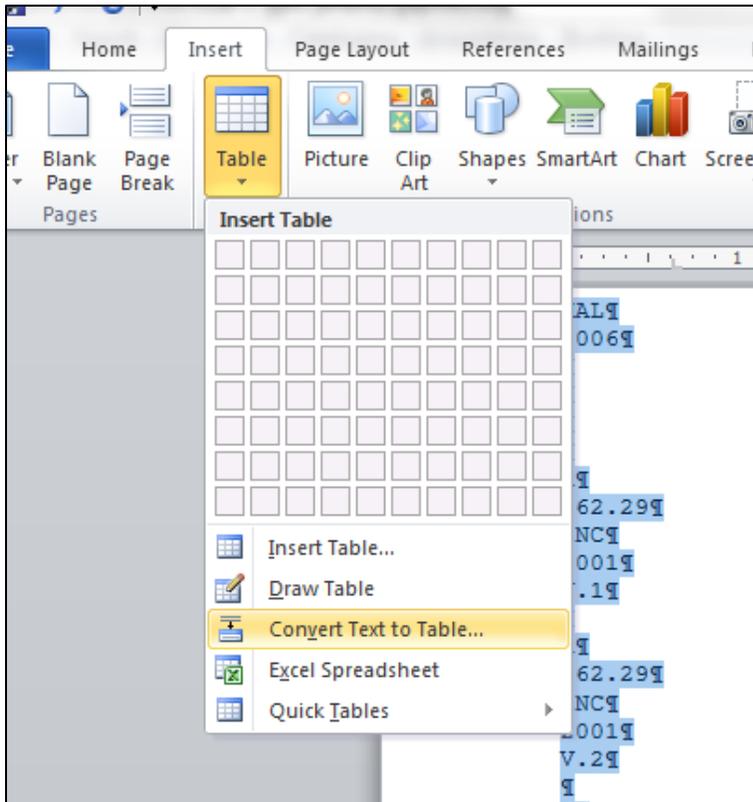
Open MSWord.

Paste file of call numbers copied from Evergreen's spine label preview screen.

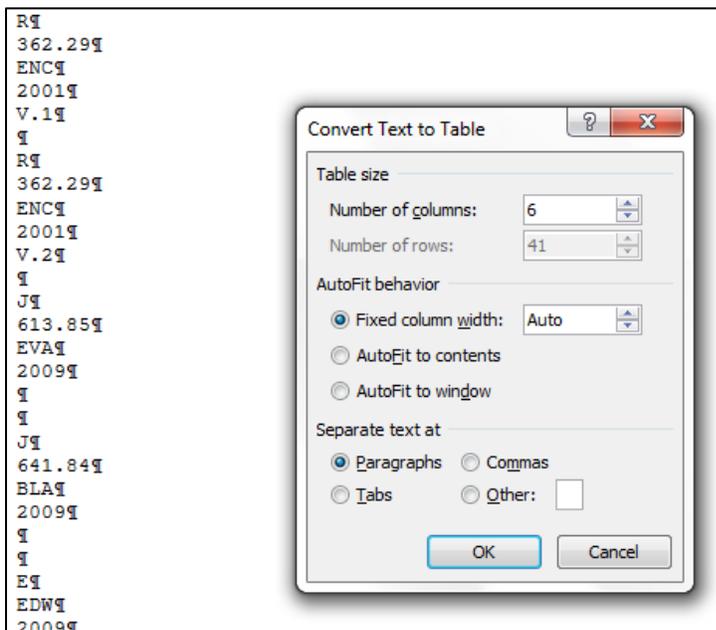
Select all either using **CTRL+A** or **Select**, then **Select All**:



With the contents highlighted, go to the **Insert** tab, **Table**, **Convert Text to Table**:



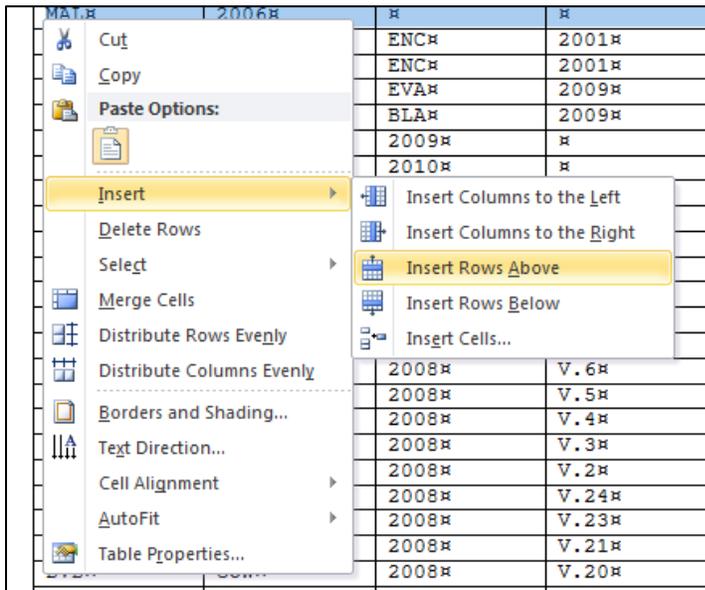
Make sure **Paragraphs** under **Separate text at** is selected and change the number of columns to an appropriate number (This should conform to the number of lines set in **Label Length** in the Evergreen **Spine Label Printing** interface.):



Your file will now look something like this:

MAL	2006				
R	362.29	ENC	2001	V.1	
R	362.29	ENC	2001	V.2	
J	613.85	EVA	2009		
J	641.84	BLA	2009		
E	EDW	2009			
070.4	KIN	2010			
R	394.2	HAT			
DVD	970	TRA	2009		
DVD	COW	2008	V.22		
DVD	COW	2008	V.10		
DVD	COW	2008	V.9		
DVD	COW	2008	V.8		
DVD	COW	2008	V.7		
DVD	COW	2008	V.6		
DVD	COW	2008	V.5		
DVD	COW	2008	V.4		
DVD	COW	2008	V.3		
DVD	COW	2008	V.2		
DVD	COW	2008	V.24		
DVD	COW	2008	V.23		
DVD	COW	2008	V.21		
DVD	COW	2008	V.20		
DVD	COW	2008	V.19		
DVD	COW	2008	V.18		
DVD	COW	2008	V.17		
DVD	COW	2008	V.16		
DVD	COW	2008	V.15		
DVD	COW	2008	V.14		
DVD	COW	2008	V.13		
DVD	COW	2008	V.12		
DVD	COW	2008	V.11		
DVD	COW	2008	V.1		
R	382	NOR	1997		
R	423	OFF	1933		
R	911	OLI			

Insert an empty row at the top of the table:



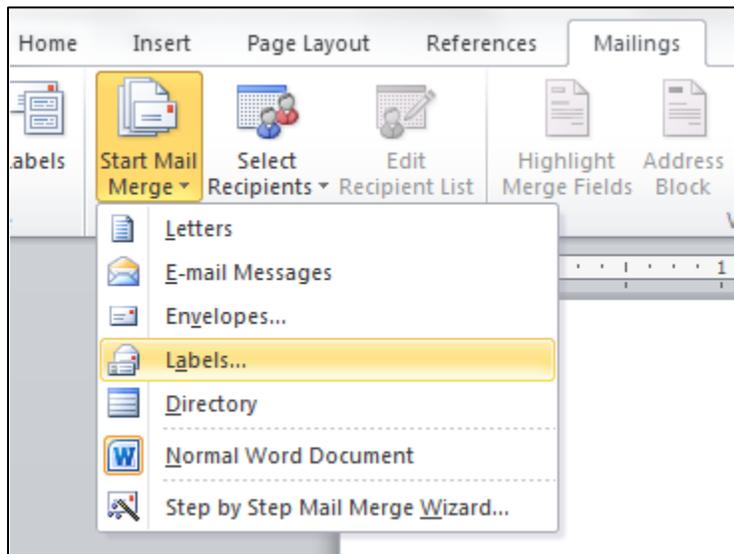
Make any format changes to your call numbers and delete blank columns.

Save the document. Remember what you named it and where you saved it. You can save over any file used previously or give it a new name each time.

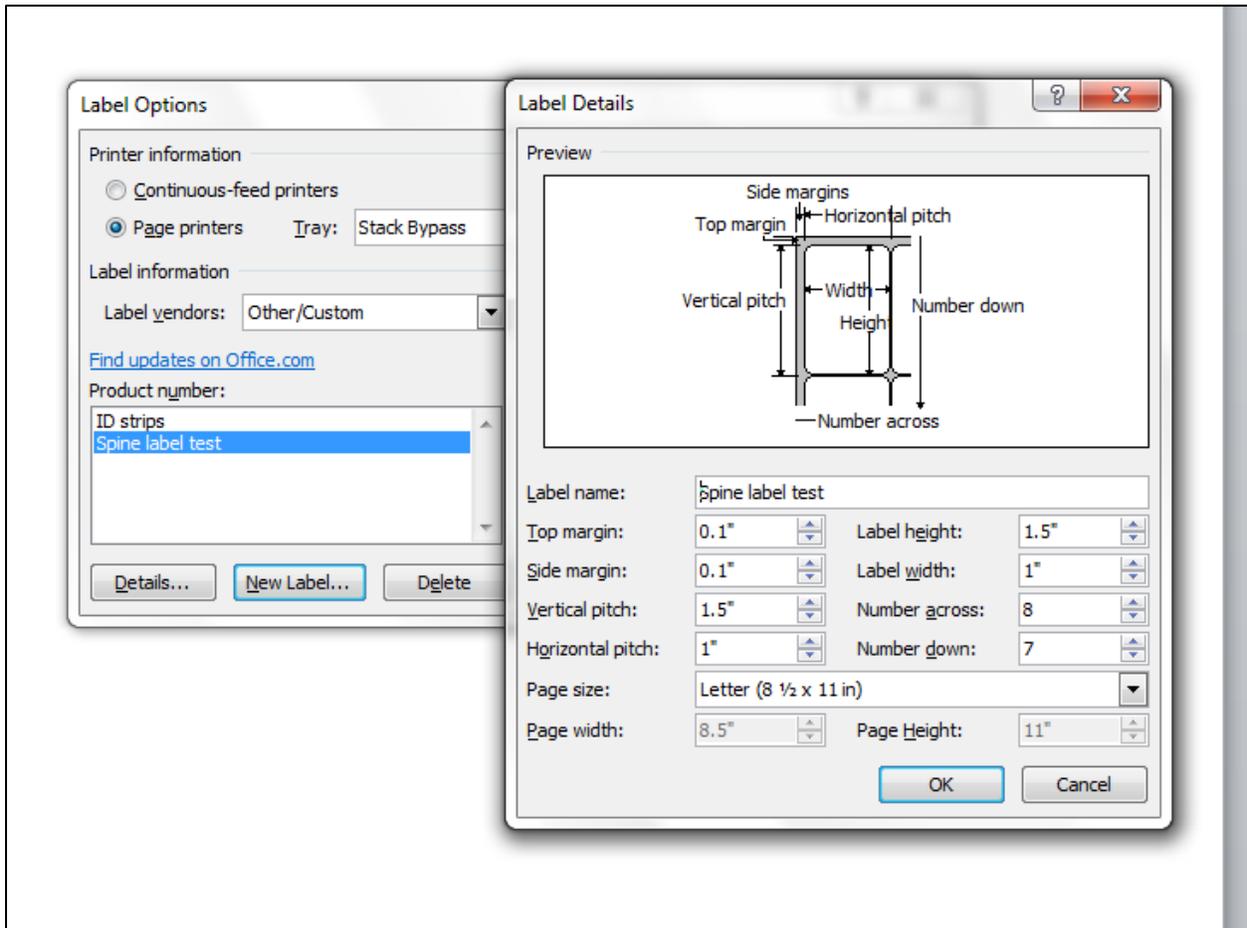
## Setting up Mail Merge in MS Word

Open a new MSWord document.

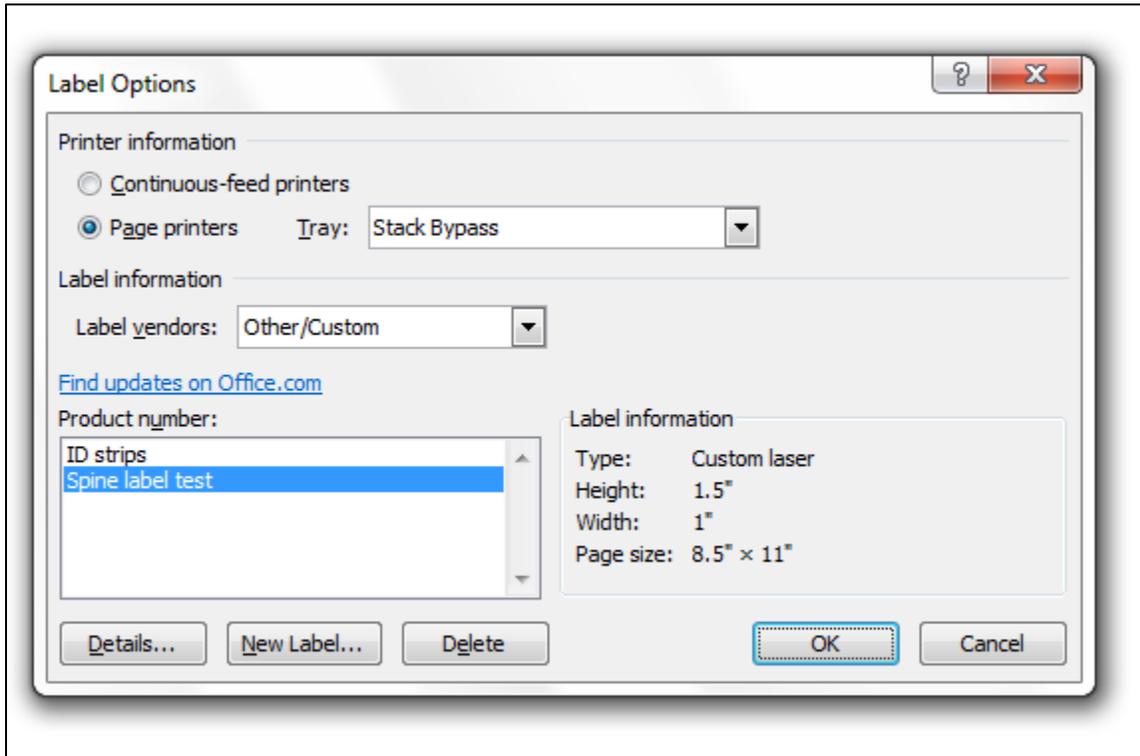
Go to **Mailings**, **Start Mail Merge**, and then **Labels**:



Set up your labels, based on the stock you are using, in **New Labels**. For example:

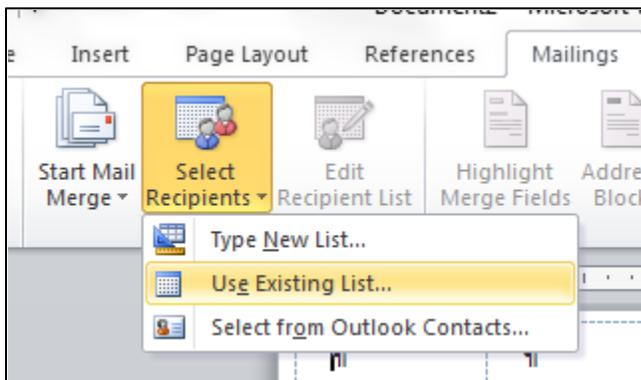


Click on **OK** when you are done. Once you set up the stock you will see the name in the **Label Options** window under **Other/Custom**:



Clicking on **OK** loads the labels.

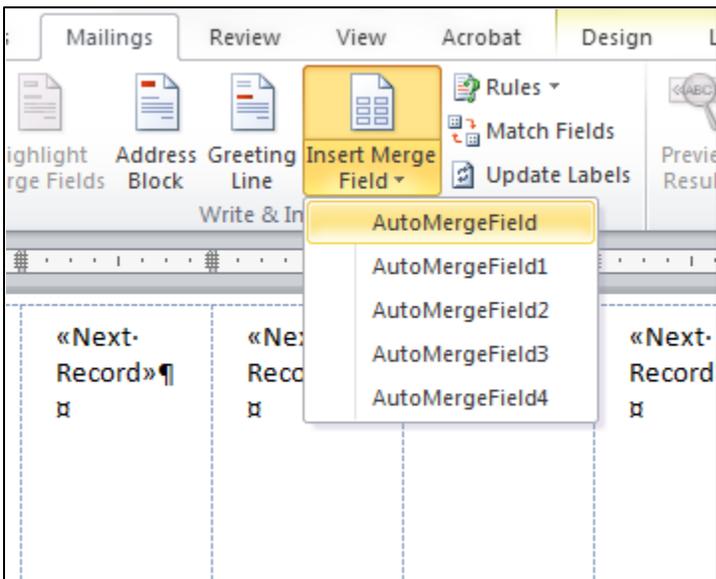
Next, you want to load the call number file you saved previously. From **Select Recipients** choose **Use Existing List**:



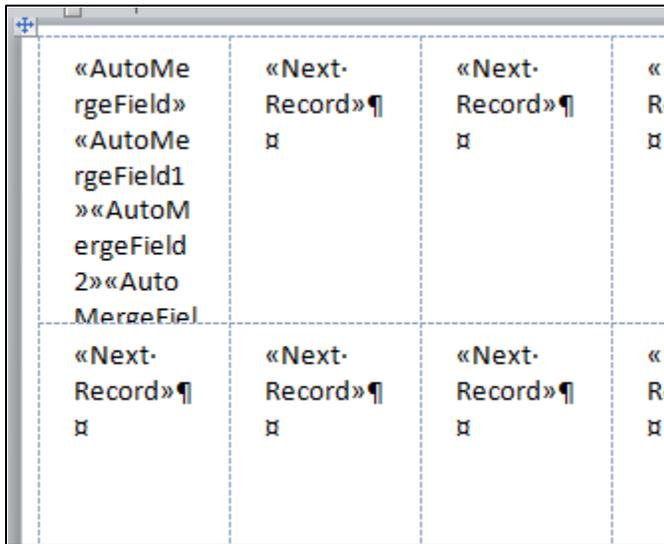
Your file will now look similar to:

☐	«Next-Record»☐	☐						
«Next-Record»☐	☐							
«Next-Record»☐	☐							
«Next-Record»☐	☐							

Next, from **Insert Merge Field**, insert each **AutoMergeField** listed. The number present will be the number of columns in your saved document.

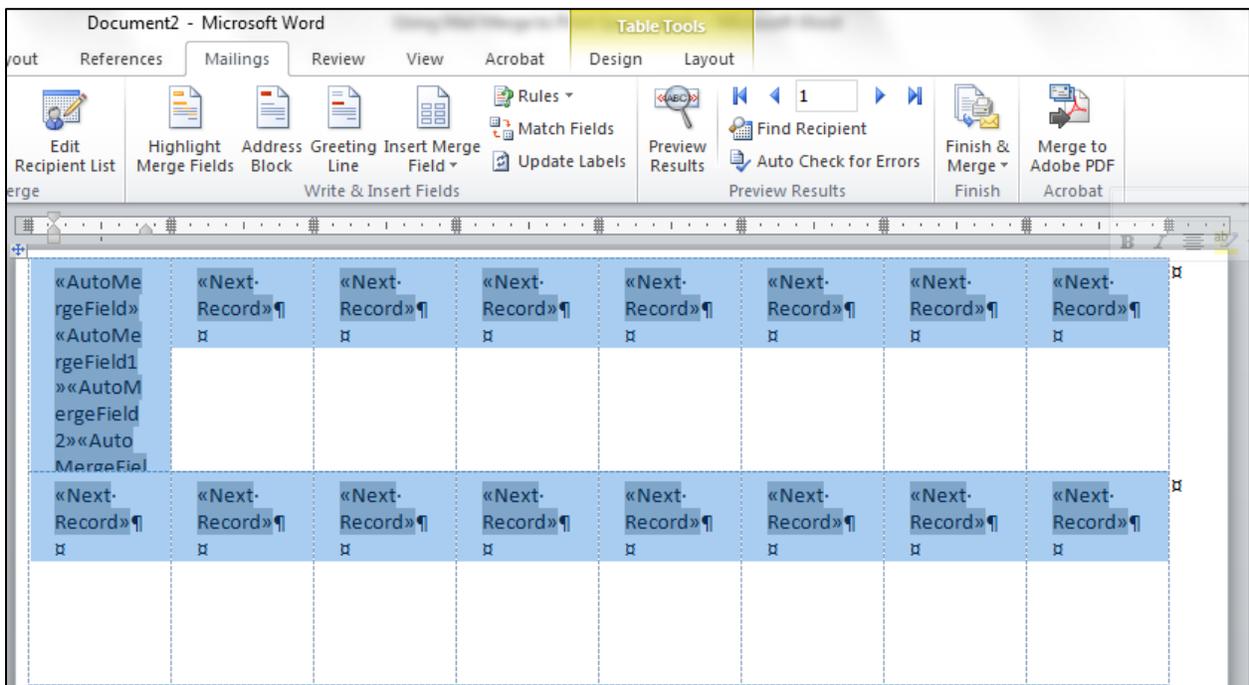


Once they are added, your file will now look similar to this:



«AutoMergeField»	«Next-Record»¶	«Next-Record»¶	«Next-Record»¶
«AutoMergeField1»	¶	¶	¶
«AutoMergeField2»	«AutoMergeField»	«AutoMergeField»	«AutoMergeField»
«AutoMergeField3»	«AutoMergeField»	«AutoMergeField»	«AutoMergeField»

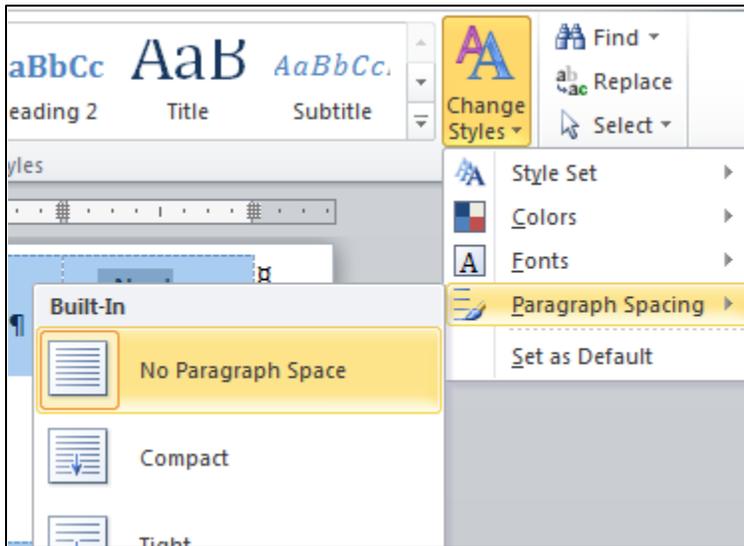
Highlight the whole document by highlighting the rows of the table at the top. The gold **Table Tools** tab will appear when you have it highlighted correctly:



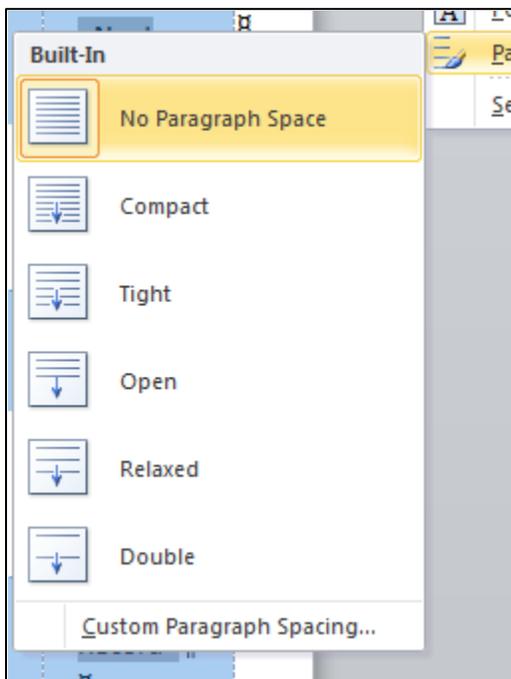
Click the **Home** Tab. And go to **Change Styles**:



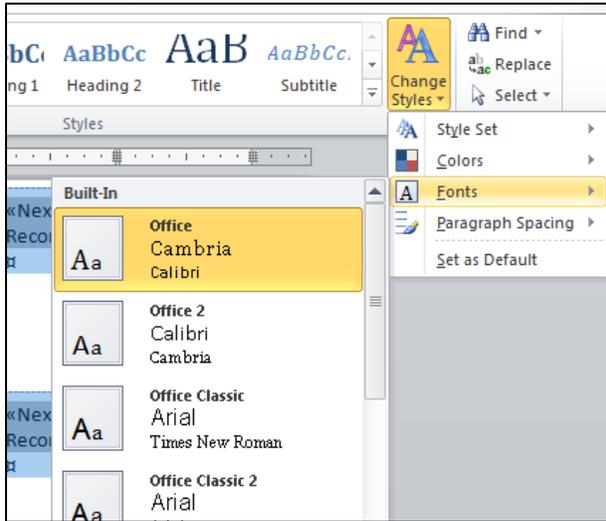
From there, go to **Paragraph Spacing** and then **No Paragraph Space**:



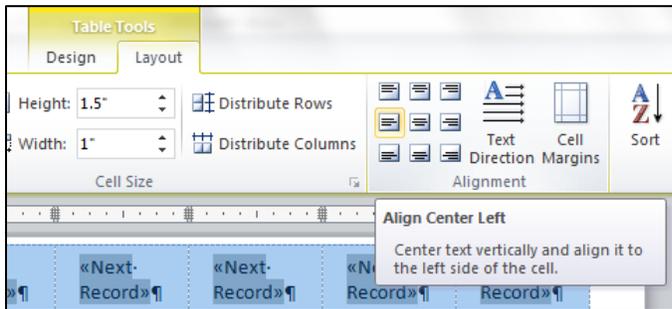
You may have to make changes under **Custom Paragraph Spacing** if too much space is between the lines in your document:



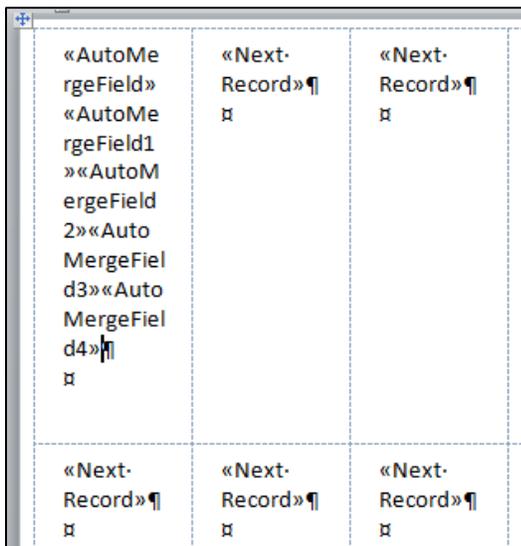
You can also choose the font and size you want to use from the **Change Styles** area:



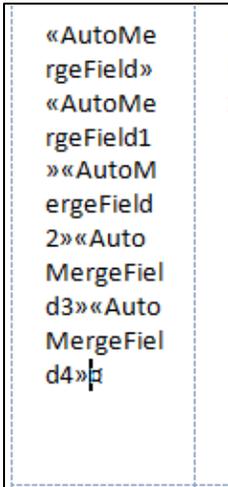
Once you have made your changes, Return to the **Table Tools** tab and click on **Layout** and choose **Align Center Left**:



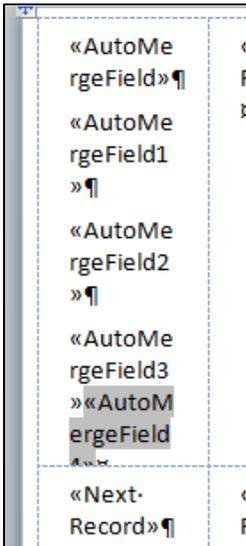
Click inside the first label at the end of the last AutoMergeField (you may have to enlarge the row to see it):



Press the delete key to take out the last blank row.



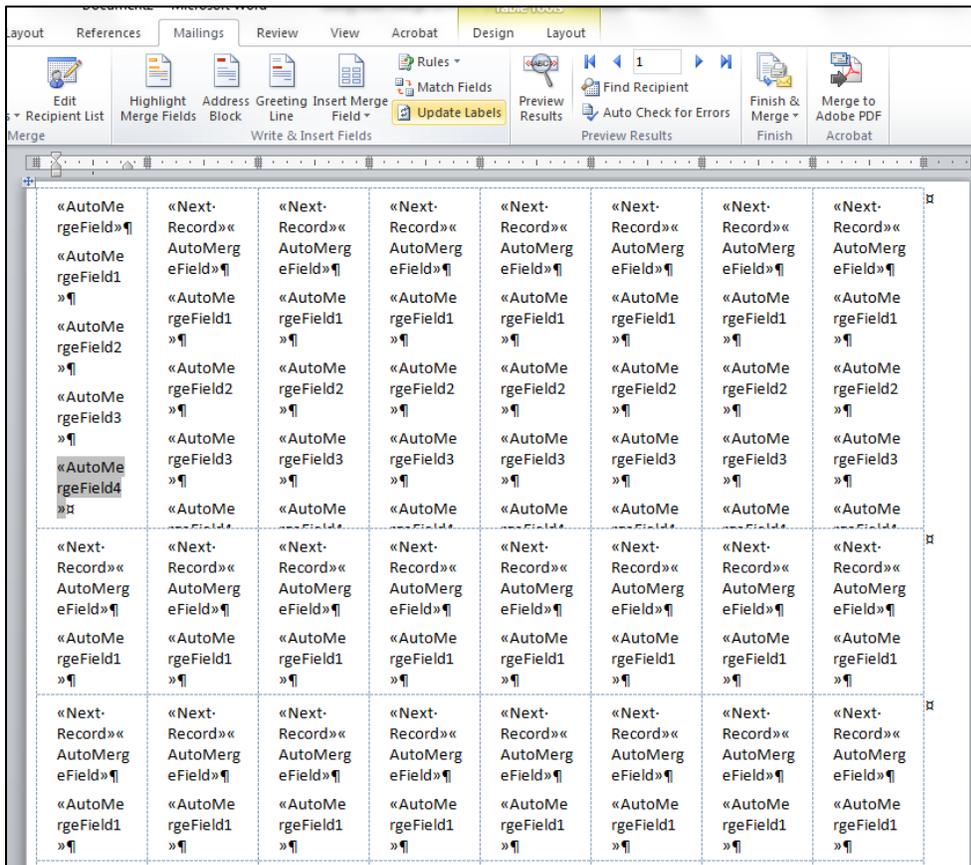
Now move the cursor in between each of the AutoMergeFields and press Enter:



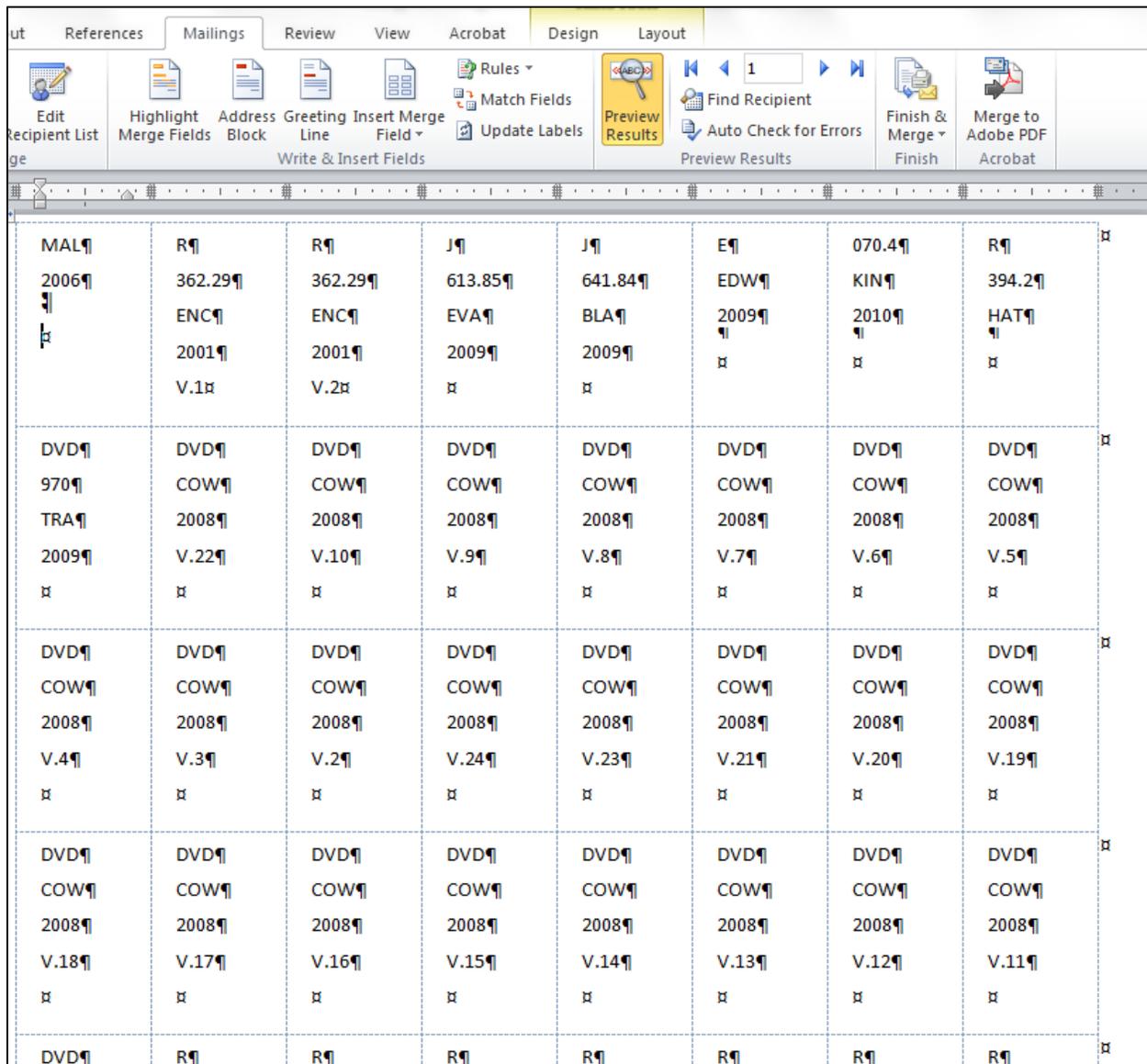
Your label should look similar to this:



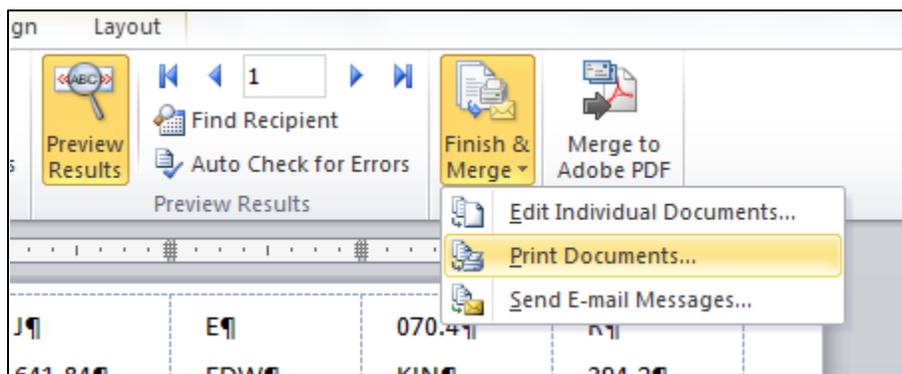
Click back on the **Mailings** tab and then **Update Labels**. Your labels should now look like similar to this:



Click **Preview Labels** to view all your labels:

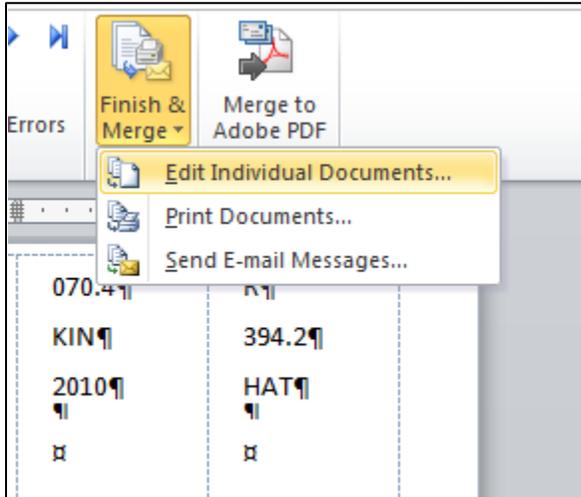


If no formatting or other changes need to be made to the labels, you are ready to print. Under **Mailings**, go to **Finish & Merge**, then **Print Documents**:

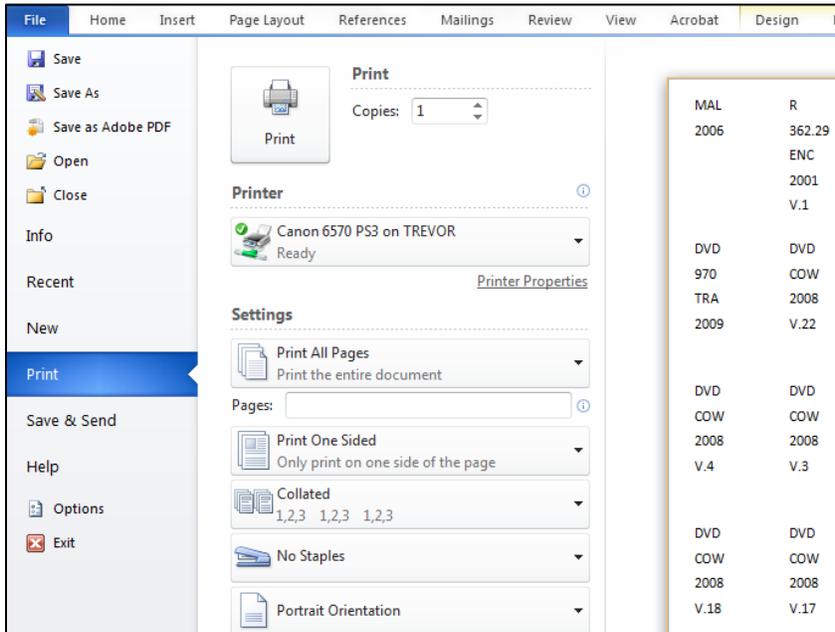


A dialog box will open allowing you to print the entire file or individual records (call numbers). Choose **All** and then **OK**. You can then choose your printer and print.

If you need to make changes to any of the call numbers, click **Finish & Merge** and then **Edit Individual Documents, All**:



A new screen will open with an editable version of your call number file. After you have made your edits, print from the **File** tab:

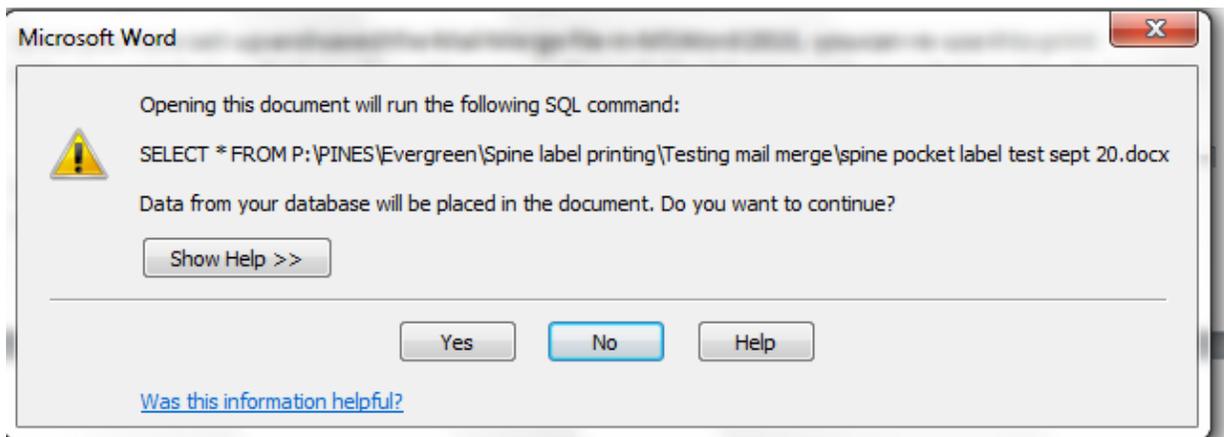


Close that window after printing and go back to the Mail Merge file and save it. Saving the file allows you to re-use the formatting steps, so remember the name and where you saved it.

## Printing spine labels once Mail Merge is set-up

Once you have set-up and saved the Mail Merge file in MSWord 2010, you can re-use it to print subsequent labels so that you do not have to go through the laborious set up each time. You do have to set up the label file in Evergreen and MS Word following the instructions in the sections “Creating a Spine Label File in Evergreen” and “Setting up a spine label file in MSWord 2010” It is very important to use the same number of columns as in your first file in each of your subsequent files to prevent problems with auto merge fields in Mail Merge.

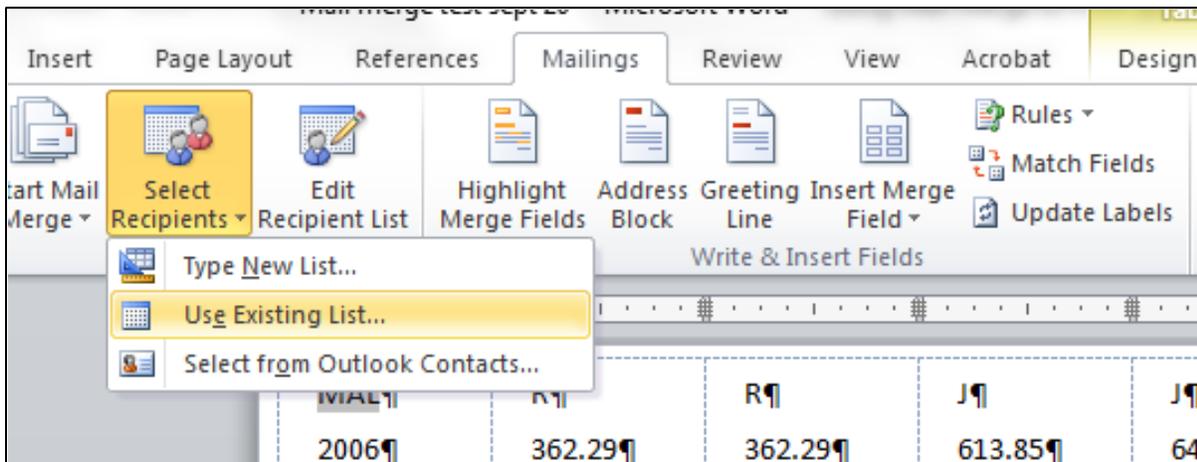
Open MSWord and the file for Mail Merge you saved earlier. A dialog box warning you that the SQL commands for the Mail Merge will run on the file will open. Click **Yes**:



Your formatted file will open:

MAL	R	R	J	J	E	070.4	R
2006	362.29	362.29	613.85	641.84	EDW	KIN	394.2
	ENC	ENC	EVA	BLA	2009	2010	HAT
	2001	2001	2009	2009			
	V.1	V.2					
DVD	DVD	DVD	DVD	DVD	DVD	DVD	DVD
970	COW	COW	COW	COW	COW	COW	COW
TRA	2008	2008	2008	2008	2008	2008	2008
2009	V.22	V.10	V.9	V.8	V.7	V.6	V.5
DVD	DVD	DVD	DVD	DVD	DVD	DVD	DVD
COW	COW	COW	COW	COW	COW	COW	COW
2008	2008	2008	2008	2008	2008	2008	2008
V.4	V.3	V.2	V.24	V.23	V.21	V.20	V.19
DVD	DVD	DVD	DVD	DVD	DVD	DVD	DVD
COW	COW	COW	COW	COW	COW	COW	COW
2008	2008	2008	2008	2008	2008	2008	2008
V.18	V.17	V.16	V.15	V.14	V.13	V.12	V.11
DVD	R	R	R	R	R	R	R

Next, open your current call number file. Under **Select Recipients**, go to **Use Existing List** and choose your file:



It will open looking similar to this:

«AutoMergeField» «AutoMergeField1» «AutoMergeField2»	«Next-Record»«AutoMergeField» «AutoMergeField1»						
«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»
«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»
«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»	«Next-Record»«AutoMergeField» «AutoMergeField1»

Click on Preview Results to see the new labels:

R801 T V.3	R801 T V.2	R801 T V.1	R811.08 OXFORD	R810.3 HART	R920 K	R920 K	R920 K
REF 821 OUR	REF 001.56 DREYFU	R780.03 HIN	R809.103 PRE	R920 KRO	R220.2 C	R973.03 MORRIS	929.6 FOX-DA
220.9 NEGENM	R328.1 R	R737 R	RJ910.22 LAN V.6	RJ910.22 LAN V.5	RJ910.22 LAN V.4	RJ910.22 LAN V.3	RJ910.22 LAN V.2
RJ910.22 LAN V.1	373.7586 63 INDELIBLE 1959	373.7586 63 INDELIBLE 1958	373.7586 63 INDELIBLE 1957	373.7586 63 INDELIBLE 1956	373.7586 63 INDELIBLE 1955	373.7586 63 INDELIBLE 1954	373.7586 63 INDELIBLE 1965

From here, you can either **Finish & Merge** and then **Print Documents** or **Edit Individual Documents**.