



# Custom Labels from Synergy

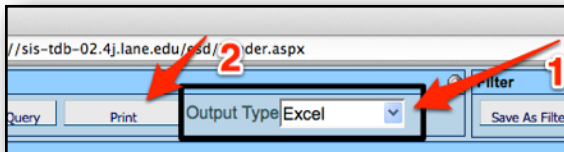
## Want Special Labels from Synergy?

Here's an easy way to do it. There are four main steps.

### 1. Find the information you need in Synergy

- You can use an existing report. Don't worry if it has extra information that you don't need.
- If you don't have a report you can use or want certain information, here's a link to a short video about how to create it: <http://bit.ly/SynergyTrainingE>
- Be sure to "print" the report as an Excel file and save it to your desktop. If it saves in your Downloads folder or somewhere else, move it to your desktop.

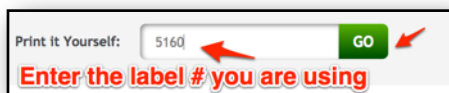
### 2. Sorting the information in Excel



- Open the Excel file and sort how you want the labels to appear (by room, last name, etc.)
- Save the sorted file as an "Excel 97-2004 workbook" file to your desktop.

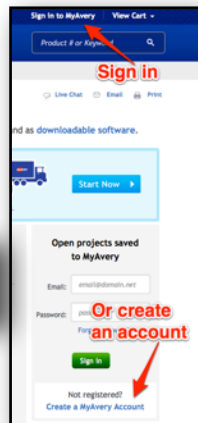
### 3. Mail Merge with Avery.com/Print

- Go to <http://www.avery.com/print>
- Sign into your Avery account. If you do not have an account, click on "create my account." (Accounts are free.)
- Enter "5160" in the "Print it Yourself"

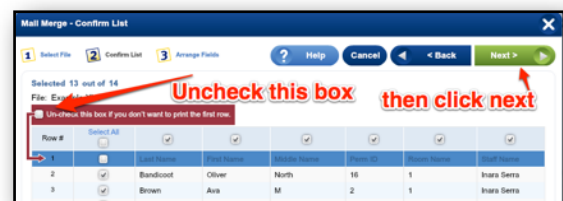


box, then click on "Go." (This is the standard address label, 30 per sheet. You can use any Avery label number.)

- Click on "Start a New Project."
- There are many templates to choose from. Try "Education & Childcare," then double click on any label. You can change the graphic or words later.



- Click on the text box in the label, then click on "Import Data"
- Click on "Start Mail Merge." If you click on "See How" there is a short video showing you how to import the data.
- Click on "Browse for File", then choose the sorted Excel file on your desktop.



- Once the file is open, uncheck the box so row 1 will not print.
- Then click "Next."
- Drag and drop the fields the way you want them to appear. You can change them later too. Click on "Complete Merge"
- Use the tools on the left to change the text format, add more words, etc.
- When the labels are the way you want them, click on "Preview & Print."



### 4. Saving and Printing the Labels

- When you click on the print button, it will create a pdf file with the labels.
- Click on the green "Open" button to download the pdf. Use Adobe Reader to print the labels. (Do not use Preview on a Mac as it will not format correctly.)
- If you want to save the label format, click on the Save icon. Be sure to save the file to your computer as we do not want any confidential information stored outside of our system.

