

# Fast-Class File

Client Data System

## Volume 98: Exporting Labels

Exporting label data out of CDS and to Microsoft Word allows you to further customize the label font style, size, and color.

### To export existing CDS labels to Microsoft Word:

- Select **Reports** in the main menu.
- Then select **Print Labels** from the Reports menu.
- In the Label Setup summary spreadsheet, select the labels you'd like to export to Microsoft Word.
- Click the **Run** button.
- Click the **Export** button in the label print preview toolbar.
- From the Export window, select the appropriate options from the **Format** and **Destination** fields and click **OK**.

*Note: In the Format drop-down field, **Separated Value (CSV)** offers the most flexibility as it can be opened in a number of different applications. The same is true for **Disk File** in the Destination drop-down field, Disk File also offers the greatest flexibility.*

- Click **OK** in the Character-Separated Values window.
- In the Number and Date Format Settings window, tag the appropriate boxes if you have any dated or number value fields (such as dollar amounts) to maintain consistency. Otherwise, leave these boxes blank and click **OK**.
- In the Choose Export File window, select a location to save your label file to and click **Save**.
- Click on the **saved file** from your selected location. If you saved your file in the .csv format, your file should open in Excel.
- From the Excel file, expand the columns and insert a first row by clicking on **Insert** in the main menu. Then click **Rows** in the Insert menu.
- In the new first row, define each column by typing a column heading.

*For example: Type Name; Street; City, State, Zip; and Greeting above each appropriate column. Word will use the information in this first row to create Merge Fields.*

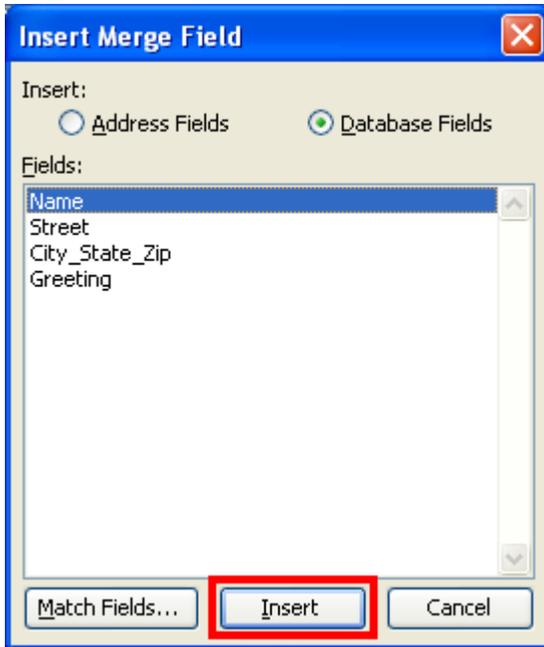
	A	B	C	D	E	F
1	Name	Street	City, State, Zip	Greeting		
2	Dr. and Mrs. Joseph Ackerman, M.D.	488 S. Oakland Avenue	Pasadena, CA 91101	Happy Holidays !!!		
3	Mr. and Mrs. Martin Adcock, Jr.	4480 San Gabriel Blvd.	San Marino, CA 91108	Happy Holidays !!!		
4	Mr. and Mrs. Sherman Alexander	1627 Avon Place	Glendora, CA 91740	Happy Holidays !!!		
5	Mr. and Mrs. Phillip Anderson	3233 Roanoke Road	San Marino, CA 91108	Happy Holidays !!!		
6	Mr. and Mrs. David Ansong, Jr.	427 Namahana Street	Honolulu, HI 96815	Happy Holidays !!!		
7	Mr. Brian Anthony	3333 San Pasqual	Pasadena, CA 91107	Happy Holidays !!!		
8	Mr. and Mrs. Eugene Antille	1807 New York Dr.	Pasadena, CA 91104	Happy Holidays !!!		
9	Mr. and Mrs. Robert Antonsen	2650 Lombardy Road	San Marino, CA 91108	Happy Holidays !!!		
10	Mr. and Mrs. William Aschtouni	1586 Alisal Avenue	San Jose, CA 95125	Happy Holidays !!!		
11	Mr. and Mrs. Frank Bartelo	816 Boston Avenue	Montebello, CA 90640	Happy Holidays !!!		
12	Mr. and Mrs. Stephen Bicosta	1779 East Walnut Street	Pasadena, CA 91106	Happy Holidays !!!		
13	Dr. and Mr. Carolina Christiansen	508 Mound Avenue	South Pasadena, CA 91030	Happy Holidays !!!		
14	Mr. and Mrs. Harold Chung	4131 Bernice Avenue	Los Angeles, CA 90031	Happy Holidays !!!		
15	Mrs. and Mr. Carol Dawson	427 Namahana Street	Honolulu, HI 96815	Happy Holidays !!!		
16	Mrs. and Mr. Nancy Ericson	970 Pebble Creek	Walnut, CA 91789	Happy Holidays !!!		
17	Mrs. and Mr. Eileen Farmer	830 East Harkness Drive	San Gabriel, CA 91775	Happy Holidays !!!		
18	Mr. and Mrs. Lawrence Fredricks	2 Amber Sky Drive	Palos Verdes Estates, CA 90274	Happy Holidays !!!		
19	Mr. and Mrs. Harold Garrison	11066 Wrightwood Place	Studio City, CA 91604	Happy Holidays !!!		
20	Mrs. and Mr. Frances Gueller	13849 Kinbrook	Sylmar, CA 91342	Happy Holidays !!!		
21	Ms. Shirley Hallston	825 E. Sacrame	Altadena, CA 91001	Happy Holidays !!!		
22	Mr. and Mrs. Joe Halverson	624 North Taylor, #388	Montebello, CA 90640	Happy Holidays !!!		
23	Dr. Randall C. Halverson	1159 W. 17th Street	Upland, CA 91786	Happy Holidays !!!		
24	Mrs. and Mr. Tsuyako Hamamoto	2170 Abajo Drive	Monterey Park, CA 91754	Happy Holidays !!!		

Figure 1: Excel file in .csv format

- Click the **Save** button in the Excel toolbar.
- Then click **Yes** in the Excel window.
- Open a new document in **Microsoft Word**.
- From the new Word document, select **Tools** in the main menu.
- Select **Letters and Mailings** from the Tools menu. Then select **Mail Merge**.
- Tag Labels in the Mail Merge window. Then click **Next: Starting Document**.
- In step 2, select **Label options**.
- From the Label Options window, select the appropriate **Avery label** and click **OK**.
- From the Mail Merge window, click **Next: Select Recipients**.
- Click **Browse** to search for your existing list.
- In the Select Data Source window, browse for the existing label list saved earlier.

*Note: If you cannot see your saved file, select **All Files (\*.\*)** from the Files of Type drop-down.*

- Double-click on the existing label list from the Select Data Source window.
- In the Mail Merge Recipients window, sort the list by clicking on the appropriate column headings if necessary and click **OK**.
- In the Mail Merge window, click **Next: Arrange your labels**.
- From the label document, place the cursor in the first cell.
- Click **More Items** from the Mail Merge window.
- Select the first merge field from the Insert Merge Field window and click **Insert**.



**Figure 2: Insert Merge Field window**

- Repeat this step for each of the merge fields and close the window.
- Separate each merge field in the first label cell by placing your cursor between each merge field and pressing the **enter** key.
- Highlight the merge fields in the first label cell and right-click on the merge fields. From the cursor menu, select **Font**.
- From the Font window, change the font, size, and color as desired and click **OK**.
- Click the **Update all Labels** button in the Mail Merge window to reflect the changes in every label cell.
- Then click **Next: Preview your labels** in the Mail Merge window.
- After reviewing your labels, click **Next: Complete the merge** in the Mail Merge window.
- With the appropriate Avery label paper set in the printer, click **Print** in the Mail Merge window to print your labels.