

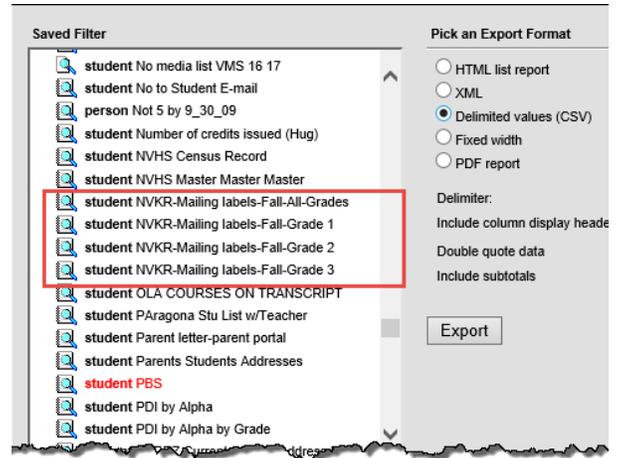


## Microsoft Excel

# Download Mailing List File

In Infinite Campus, download the **NVCR Mailing Label** file and save to your computer.

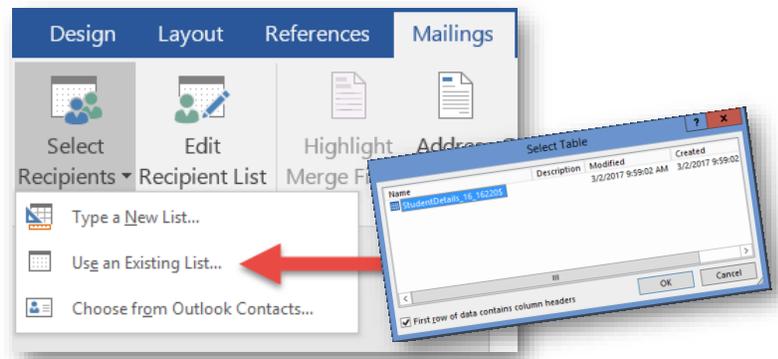
- Login to **Infinite Campus**.
- Click **Data Export** under the Ad Hoc Reporting menu option.
- Open the **All Campus Users** menu.
- Select the NVCR Mailing Label report.
- Select the “Delimited values (CSV)” file format.
- Click “Export.” Open and save this file using **Excel** as the type.



## Microsoft Word

# Mail Merge Mailing Labels

- Open the NVCR Mailing Labels Word template and click the “**Mailings**” tab.
- Select “Use an Existing List...” under the **Select Recipients** button.
- Navigate to the saved Excel file.
- Click **OK** (twice) to accept the file.



## Preview and Print Labels

- Click on the **Preview Results** button to see an actual label. Click this button once more to return to the label design view.
- Click the **Finish and Merge** button.
  - Select “Edit Individual Documents...” to create labels in a separate file for previewing or printing.
  - Select “Print Documents...” to directly print all the mailing labels.

