How to prepare printed waterproof labels

Label Sheet used: 5167 Return Address Labels (you can take some label sheets from Becky)

Total number of labels = 4 columns \times 20 rows = 80 labels

Procedure:

1. Open a new Excel spreadsheet. Prepare separate columns for all the details you wish to include in a single label. See the example below:

Α	В	С	D	E	F	G
Primer Mix	Primer	Conc.	Compostion	Date		
Primer Mix	NFFAG003	(5 µM)	5 μL F + 5 μL R + 90 μL W = 100 μL	1/19/2022		
Primer Mix	NFFAG006	(5 µM)	5 μL F + 5 μL R + 90 μL W = 100 μL	1/19/2022		
Primer Mix	NFFAG009	(5 µM)	5 μL F + 5 μL R + 90 μL W = 100 μL	1/19/2022		
Primer Mix	NFFAG016	(5 µM)	5 μL F + 5 μL R + 90 μL W = 100 μL	1/19/2022		
Primer Mix	NFFAG018	(5 µM)	5 μL F + 5 μL R + 90 μL W = 100 μL	1/19/2022		
Primer Mix	NFFAG025	(5 µM)	5 μL F + 5 μL R + 90 μL W = 100 μL	1/19/2022		
Primer Mix	NFFAG026	(5 µM)	5 μL F + 5 μL R + 90 μL W = 100 μL	1/19/2022		
Primer Mix	NFFAG097	(5 µM)	5 μL F + 5 μL R + 90 μL W = 100 μL	1/19/2022		
Primer Mix	NFA006	(5 µM)	5 μL F + 5 μL R + 90 μL W = 100 μL	1/19/2022		

Include all the information in this format.

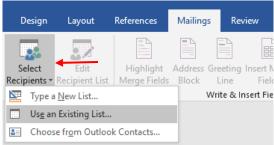
2. Open a new Word document. Go to 'Mailings' > 'Start Mail Merge' > 'Labels'.

File	Home	Insert	Design	Layout	References	Mailings	Review	View	Zotero	Help
Envelopes	Labels	Start Mail Merge •		Edit Recipient List	Highlight Merge Fields		reeting Insert	Merge	Rules - Match Fiel Update Lab	
Creat	te	K	Start Mail M	erge		W	rite & Insert F	ields		
			- Fr	om the d	rop-dowr	ı list, se	lect Lab	els		

3. Select 'Avery US letter' as Label vendors and then choose '5167 Return Address Labels'

Label Options	?	×
Printer information O continuous-feed printers Image printers Iray: Default tray (Automatically Select)		
Label information		
Label vendors: Avery US Letter		
Find updates on Office.com		
Product number: Label information		
5162 Address Labels Type: Return Address S163 Shipping Labels S165 Full-Sheet Shipping Labels S166 File Folder Labels S167 Return Address Labels Width: 1.75" Page size: 8.5" × 11" 	s Labels	
Details Delete OK		Cancel

4. Then, go to 'Select Recipients' in the Mailings tab, and select 'use existing list'. Find the excel sheet you prepared and use it.

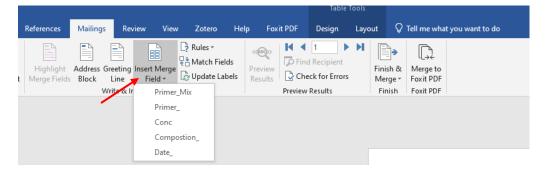


5. The word document now looks like this:

4	«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»	«Next Record»

We will edit the first label and then put the same settings for all the labels, and then labels will be prepared automatically.

6. After this, go to 'Insert Merge Field' in the Mailings tab. You can see the title of the columns we prepared in the Excel file.



7. Now, one by one select each field in this, set as per your choice in the first label. Setting means, you'll have to adjust the font, font size, alignment, B/I/U, line spacing, to accommodate everything in one label, as shown below:

	Cut	w mat Painter	Calibri (Body) • 11	 A[*] A[*] x² A[*] A[*] 	Aa 🗸 🛛 🗞	: - :: :: :: - :: :: ::	• • = • =	Į ĝ↓ ¶	AaBbC		Layout BbC(AaB ding 1 Hea		
I have arranged everything in one label by using small font size, no				÷	«Pri	ner_Mix mer_ x apostion	»		(Conc: Date_		«	Next	Rec	core
line spacing, etc.					«Ne	xt Re	cord»	>			«	Next	Red	cor

8. Then, select 'update labels', and this will update all the labels in the same format.

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The word document looks like this now:

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«Primer_»	«Conc»	«Primer_»	«Conc»	«Primer_»	«Conc»	«Р
«Compostion_»	«Date_»	«Compostion_»	«Date_»	«Compostion_»	«Date_»	«Co
«Next Record»«Prim	er_Mix»	«Next Record»«Prin	ner_Mix»	«Next Record»«Prin	ner_Mix»	«Ne
«Primer_»	«Conc»	«Primer_»	«Conc»	«Primer_»	«Conc»	«Р
«Compostion_»	«Date_»	«Compostion_»	«Date_»	«Compostion_»	«Date_»	«Co
«Next Record»«Prim	er_Mix»	«Next Record»«Prin	ner_Mix»	«Next Record»«Prin	ner_Mix»	«Ne
«Primer_»	«Conc»	«Primer_»	«Conc»	«Primer_»	«Conc»	«Р
«Compostion_»	«Date_»	«Compostion_»	«Date_»	«Compostion_»	«Date_»	«Co
«Next Record»«Prim	er_Mix»	«Next Record»«Prin	ner_Mix»	«Next Record»«Prin	ner_Mix»	«Ne
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9. Then, click on 'Preview results' and your labels are ready for print.

		Table Tool	s		
nces <mark>Mailings</mark> Review View Zotero He	lp Foxit PDF	Design La	iyout Q	Tell me what	you want to do
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]			
Primer Mix	Primer Mix	Primer Mix	Primer Mix
NFFAG003 (5 μM) ^{5 μL F + 5 μL R + 90 μL W = 100 μL} ^{1/10/2022}	NFFAG006 (5 μM) 5 μLF + 5 μL R + 90 μL W = 100 μL 1/10/2022	NFFAG009 (5 μM) 5 μL F + 5 μL R + 90 μL W = 100 μL 1/10/2022	NFFAG016 (5 μM) 5 μL F + 5 μL R + 90 μL W = 100 μL 1/10/2022
Primer Mix	Primer Mix	Primer Mix	Primer Mix
NFFAG018 (5 μM) ^{5 μL F + 5 μL R + 90 μL W = 100 μL} ^{1/10/2022}	NFFAG025 (5 μM) 5 μE + 5 μE + 50 μL W = 100 μL 1/10/2022	NFFAG026 (5 μM) 5 μL F + 5 μL R + 50 μL W = 100 μL 1/10/2022	NFFAG097 (5 μM) 5μLF+5μLR+90μLW=100μL 1/10/2022
Primer Mix	Primer Mix	Primer Mix	Primer Mix
NFA006 (5 μM) 5μLF+5 μLR+90 μLW=100 μL 1/10/2022	NFA008 (5 μM) 5 μE F + 5 μE R + 90 μL W = 100 μL	NFA009 (5 μM) ^{5 μL F + 5 μL R + 90 μL W = 100 μL}	NFA012 (5 μM) 5 μLF + 5 μLR + 90 μLW = 100 μL 1/10/2022
Primer Mix	Primer Mix	Primer Mix	Primer Mix
NFA013 (5 μM) ^{5 μL F + 5 μL R + 50 μL W = 100 μL} 1/10/2022	NFA017 (5 μM) 5 μE F+3 μL R+90 μL W = 100 μL 1/10/2022	NFA019 5 μl F + 5 μl R + 90 μl W = 100 μl 1/10/2022	NFA020 (5 μM) 5 μLF + 5 μL R + 90 μLW = 100 μL 1/10/2022
Primer Mix	Primer Mix	Primer Mix	Primer Mix
NFA021 (5 μM) ^{5 μL F+5 μL R+90 μL W = 100 μL} 1/10/2022	NFA022 5 μI F + 5 μI R + 90 μI W = 100 μI 1/10/2022 (5 μM)	NFA026 4 μL F + 5 μL R + 90 μL W = 100 μL 1/10/2022	NFA027 (5 μM) 5μLF+3 μLR+90 μLW=100 μL 1/10/2022
Primer Mix	Primer Mix	Primer Mix	Primer Mix
NFA029 (5 μM) ^{5 μL F+5 μL R+90 μL W=100 μL}	NFA030 5 μI F + 5 μI R + 90 μI W = 100 μI 1/10/2022 (5 μM)	NFA033 (5 μM) 5 μI F + 5 μI R + 90 μI W = 100 μI 1/10/2022	NFA035 (5 μM) 5 μLF + 5 μL R + 90 μLW = 100 μL 1/10/2022
Primer Mix	Primer Mix	Primer Mix	Primer Mix
NFA040 (5 μM) ^{5 μL F + 5 μL R + 50 μL W = 100 μL}	NFA043 5 μI F + 5 μI R + 90 μI W = 100 μI 1/10/2022	NFA045 5 μLF + 5 μL R + 90 μL W = 100 μL 1/10/2022	NFA046 (5 μM) 5 μLF + 5 μL R + 90 μLW = 100 μL 1/10/2022
Primer Mix	Primer Mix	Primer Mix	Primer Mix
NFA048 (5 μM) ^{5 μL F + 5 μL R + 50 μL W = 100 μL}	NFA050 (5 μM) 5 μL F+3 μL F+90 μL W = 100 μL 1/10/2022	NFA051 (5 μM) 5 μL F + 5 μL R + 90 μL W = 100 μL 1/10/2022	NFA054 (5 μM) ^{5 μL F + 3 μL R + 90 μL W = 100 μL}
Primer Mix	Primer Mix	Primer Mix	Primer Mix
NFA069 (5 μM) ^{5 μL F + 5 μL R + 50 μL W = 100 μL}	NFA071 (5 μM) 5 μI F + 5 μI R + 90 μI W = 100 μI 1/10/2022	NFA073 5 μL F + 5 μL R + 90 μL W = 100 μL 1/10/2022	NFA074 (5 μM) 5μLF+3 μL R+90 μLW=100 μL 1/10/2022
Primer Mix	Primer Mix	Primer Mix	Primer Mix
ALC 4 07C	10.070	AUE 4 007	10000

10. To print on the labels, put the label sheet such that the labels face upwards in the printer, and Print. Do a sample print on a normal sheet first and then try with labels.