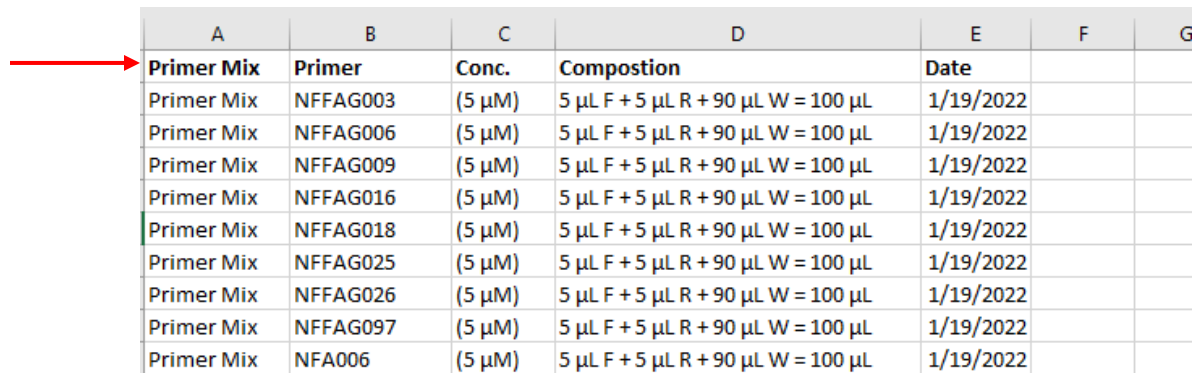# How to prepare printed waterproof labels

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

Total number of labels = 4 columns × 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:

	A	B	C	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'.

From the drop-down list, select Labels
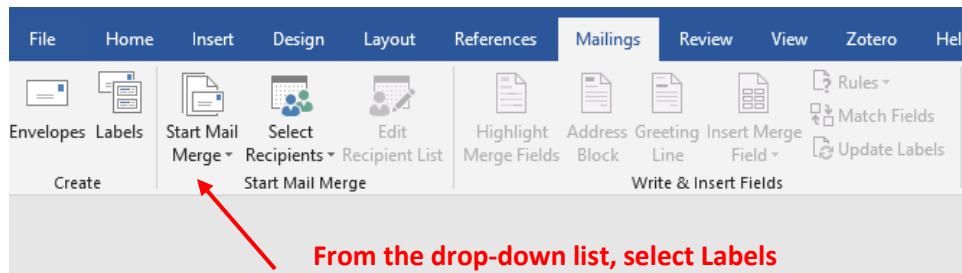
3. Select 'Avery US letter' as Label vendors and then choose '5167 Return Address Labels'
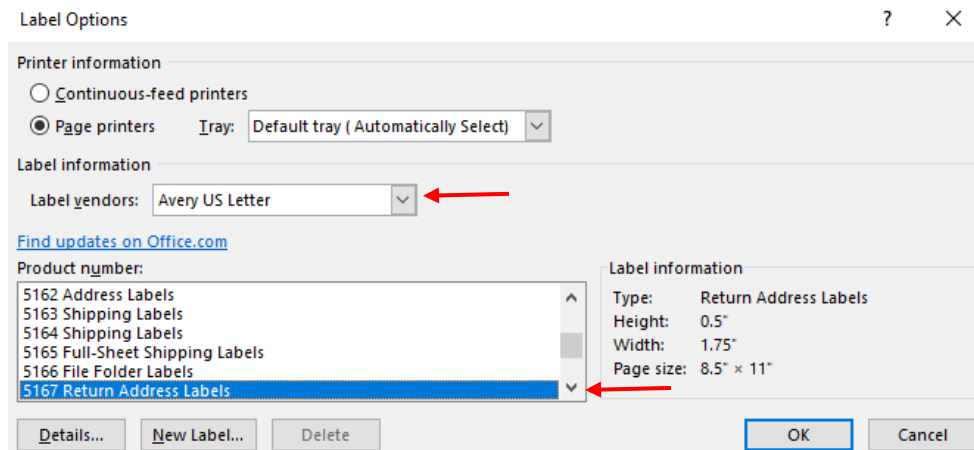
4. Then, go to 'Select Recipients' in the Mailings tab, and select 'use existing list'. Find the excel sheet you prepared and use it.
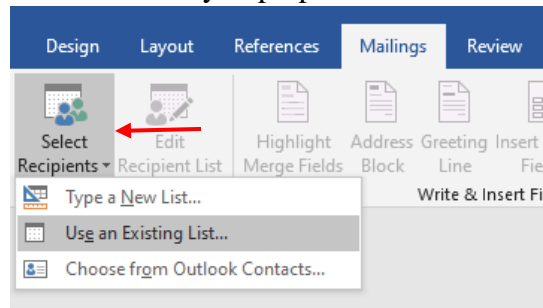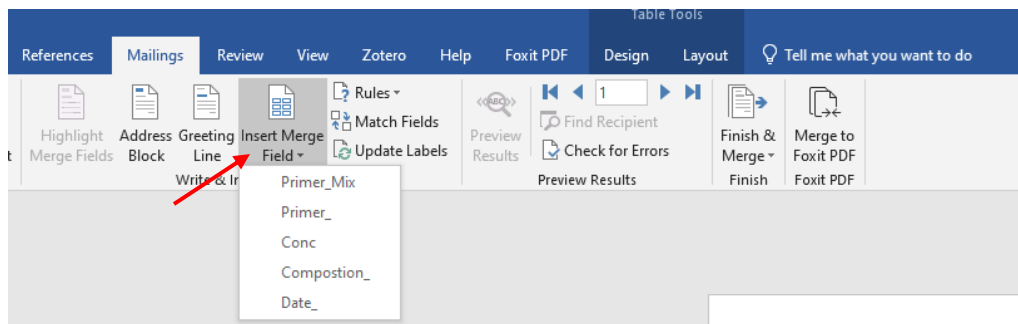

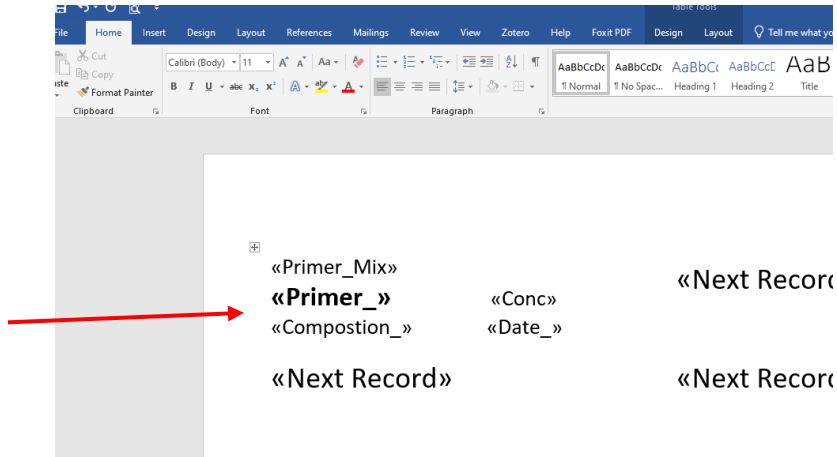5. The word document now looks like this:

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:
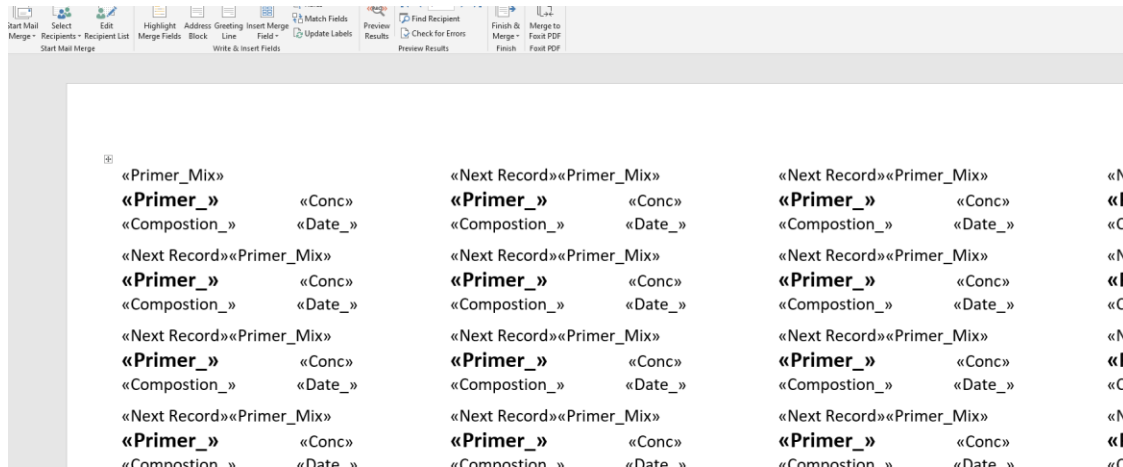
I have arranged everything in one label by using small font size, no line spacing, etc.
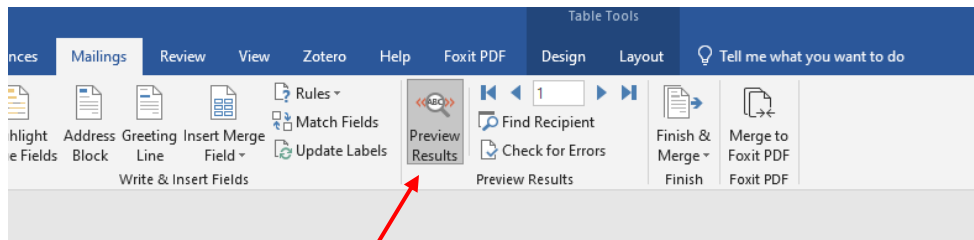
8. Then, select 'update labels', and this will update all the labels in the same format.
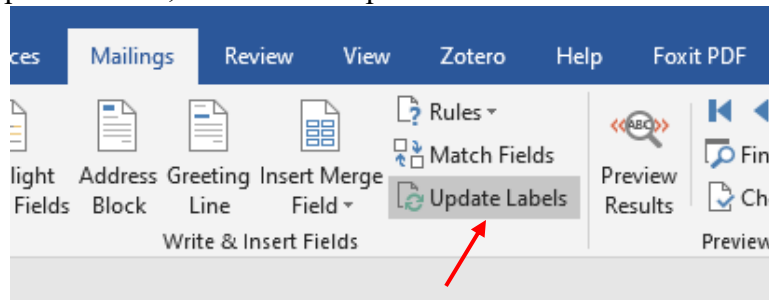
The word document looks like this now:

9. Then, click on 'Preview results' and your labels are ready for print.

Primer Mix	Primer Mix	Primer Mix	Primer Mix
NFFAG003 (5 µM)	**NFFAG006** (5 µM)	**NFFAG009** (5 µM)	**NFFAG016** (5 µM)
5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	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)	**NFFAG025** (5 µM)	**NFFAG026** (5 µM)	**NFFAG097** (5 µM)
5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022
Primer Mix	Primer Mix	Primer Mix	Primer Mix
NFA006 (5 µM)	**NFA008** (5 µM)	**NFA009** (5 µM)	**NFA012** (5 µM)
5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	6 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022
Primer Mix	Primer Mix	Primer Mix	Primer Mix
NFA013 (5 µM)	**NFA017** (5 µM)	**NFA019** (5 µM)	**NFA020** (5 µM)
5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022
Primer Mix	Primer Mix	Primer Mix	Primer Mix
NFA021 (5 µM)	**NFA022** (5 µM)	**NFA026** (5 µM)	**NFA027** (5 µM)
5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	4 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022
Primer Mix	Primer Mix	Primer Mix	Primer Mix
NFA029 (5 µM)	**NFA030** (5 µM)	**NFA033** (5 µM)	**NFA035** (5 µM)
5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022
Primer Mix	Primer Mix	Primer Mix	Primer Mix
NFA040 (5 µM)	**NFA043** (5 µM)	**NFA045** (5 µM)	**NFA046** (5 µM)
5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022
Primer Mix	Primer Mix	Primer Mix	Primer Mix
NFA048 (5 µM)	**NFA050** (5 µM)	**NFA051** (5 µM)	**NFA054** (5 µM)
5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022
Primer Mix	Primer Mix	Primer Mix	Primer Mix
NFA069 (5 µM)	**NFA071** (5 µM)	**NFA073** (5 µM)	**NFA074** (5 µM)
5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022	5 µL F + 5 µL R + 90 µL W = 100 µL 1/10/2022
Primer Mix	Primer Mix	Primer Mix	Primer Mix

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.