How to create a SIMS mail merge label report

- Create your report as normal, including any fields that you want to include and any filters that are necessary.
- Go through the report wizard until you get to 'Report Output' and select Word Mailmerge.
- Click 'New' to create a new template.
- When word opens, make sure you are in the mailings tab and click Start Mail Merge and select 'Labels'



• Choose your label type and size



• Choose a label definition (I have chosen 'J8160' as an example).

Label Options				?	×
Printer information <u>C</u> ontinuous-feed printers Page printers <u>Tray:</u>	Default tray (Autor	natically selec	t) 🗸		
Label information Label vendors: Avery A4/A5 Find undates on Office.com	~				
Product number:		Label inform	nation		
363901 38156 38157 38158 38159 38159 38160	~	Type: Height: Width: Page size:	Address Label 3.81 cm 6.35 cm 21 cm × 29.69 cm		
Details New Label	Delete		ОК	Car	ncel

- Click ok.
- Click on the 'Insert Merge Field' button and input your data as required.



• Click on the 'Update Labels' button.



This will then fill out the rest of your labels with repeated fields.

«Forename» «Surname» «AddressBlock»	«Next Record» «Forename» «Somame» «Advassitive»	«Nest Record» «Forename» «Sumame» «address/Movies
		The second
«Next Record» «Forename» «Sumame»	«Next Record» «Forename» «Sumame»	•NextRecord++Forename+ +Sumame+
«AddressBlock»	«AddressBlock»	*AddressBlock>
«Next Record» «Forename»	«Next Record» «Forename»	*NextRecord++Forename*
«Sumarrie»	«Sumame»	«Sumame»
«AddressBook»	«AddressBook» «Next Record»» Forename»	*AddressBlock+
«Sumarre»	«Sumame»	+Sumame >
Addressbook	«Addressblock»	*Addressblock>

- Click 'File' and then click 'Save'.
- Then proceed the exit Microsoft Word.
- Open up your current SIMS window and click 'Save'.
- Now click 'Run' and your labels should populate correctly and at the correct label dimensions.