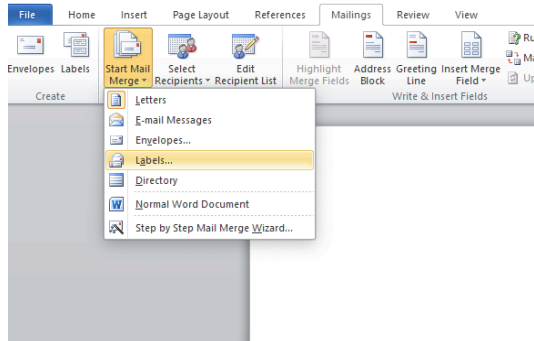
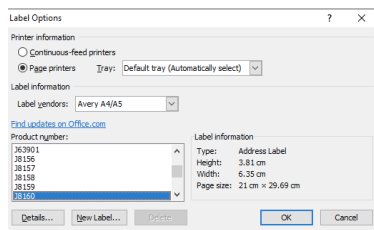


How to create a SIMS mail merge label report

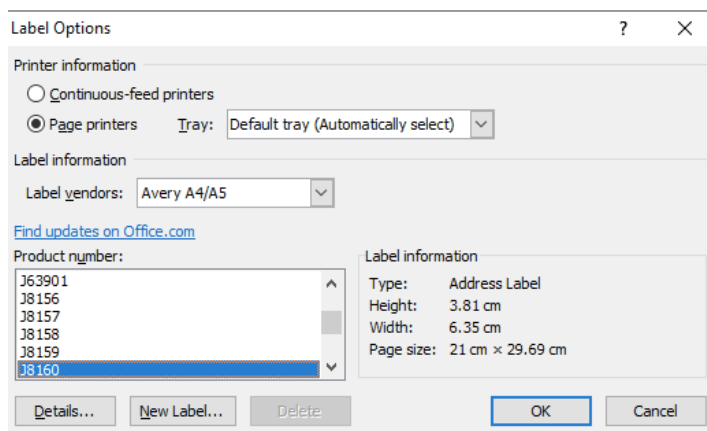
- Create your report as normal, including any fields that you want to include and any filters that are necessary.
- Go through the report wizard until you get to 'Report Output' and select Word Mailmerge.
- Click 'New' to create a new template.
- When word opens, make sure you are in the mailings tab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



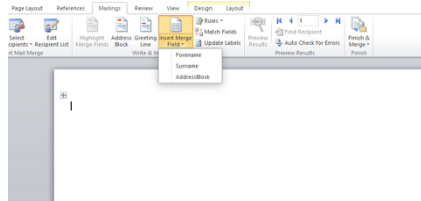
- Choose your label type and size



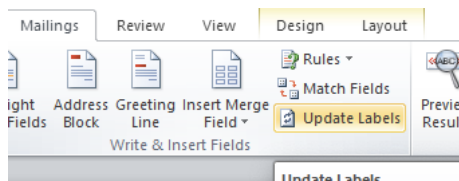
- Choose a label definition (I have chosen 'J8160' as an example).



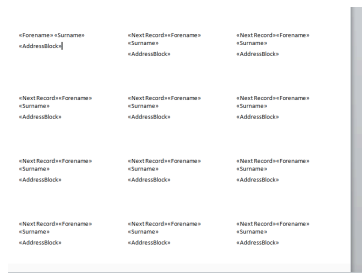
- Click ok.
- Click on the 'Insert Merge Field' button and input your data as required.



- Click on the 'Update Labels' button.



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



- 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.