



INFORMATION MEMORANDUM

SUA-20-IM-02
Rescinds: SUA-18-IM-01

07/01/2019

TO: Subrecipients of the State Unit on Aging

FROM: Cynthia Brammeier, Administrator, State Unit on Aging

BY: Amy Hochstetler, Information Technology Business Analyst

SUBJECT: Printing Client Address Labels from NAMIS

CONTENT: NAMIS offers the ability to run a report to create client address labels, however the report does not match current label layouts. NAMIS does not have the functionality to adjust the page margins to fit standard labels.

This information memorandum provides guidance to use the NAMIS Client Address Label report and put it in any label layout needed, using Word Mail Merge. See the attached document for instructions.

If you have questions or wish to discuss the template separately, please contact Amy Hochstetler at dhhs.aging@nebraska.gov.

First Time Set Up

1. In NAMIS, run the Client Address Labels report. It can be found under the **Miscellaneous** module.

2. When the report is open, click on the **Save As** button.



3. **Save** the report as a **.CSV** (comma separated value) file in a place you can locate. A CSV file still opens with Excel, but will not be an .XLSX or .XLS file.

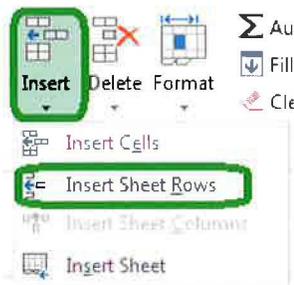


4. **Open** the .CSV file.

5. Highlight **Row 1**.

	A	B	C	D	E	F
1	Test User 1	101 CORNHUSKER ST.			Lincoln NE 68509	

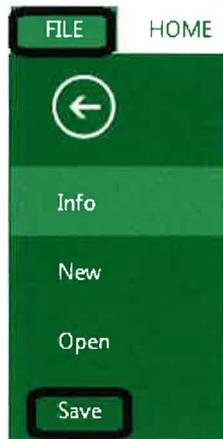
6. Go to the **Insert** button, and select **Insert Sheet Rows**.



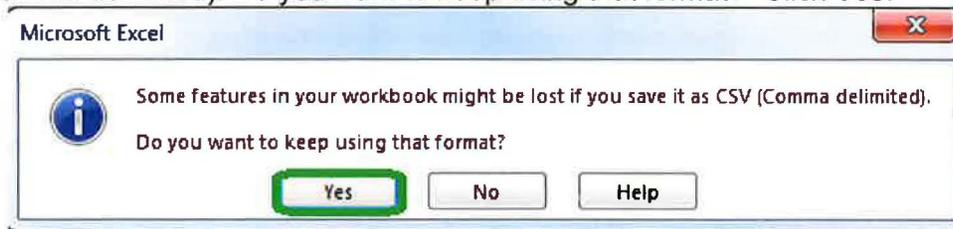
7. Row 1 is now blank. It will be the header column. In the cell **A1**, type: **Name**. In cell **B1**: **Address 1**; in cell **C1**, **Address 2**. Leave cell **D1** blank. Title cell **E1**: **City, State, Zip**.

	A	B	C	D	E	F
1	Name	Address 1	Address 2		City, State, Zip	
2	Test User 1	101 CORNHUSKER ST.			Lincoln NE 68509	

8. **Save** the .CSV file.



A pop up may occur. It will ask: "Some features in your workbook might be lost if you save it as CSV (Comma delimited). Do you want to keep using that format?" Click **Yes**.



9. **Close** the .CSV file.



10. Open a **blank Microsoft Word** (2010 or later) document.

11. Go to the Mailings Tab.



12. Click on the Start Mail Merge button, and select the Step-by-Step Mail Merge Wizard.



13. A new menu will appear on the right side of the document. Select Labels.

Select document type
What type of document are you working on?

Letters

E-mail messages

Envelopes

Labels

Directory

14. Click the **Next: Starting document** button.

Step 1 of 6

[→ Next: Starting document](#)

15. On Step 2, ensure that **Change document layout** is selected. Click on the Label options text.

Mail Merge ▼ ×

Select starting document

How do you want to set up your mailing labels?

Use the current document

Change document layout

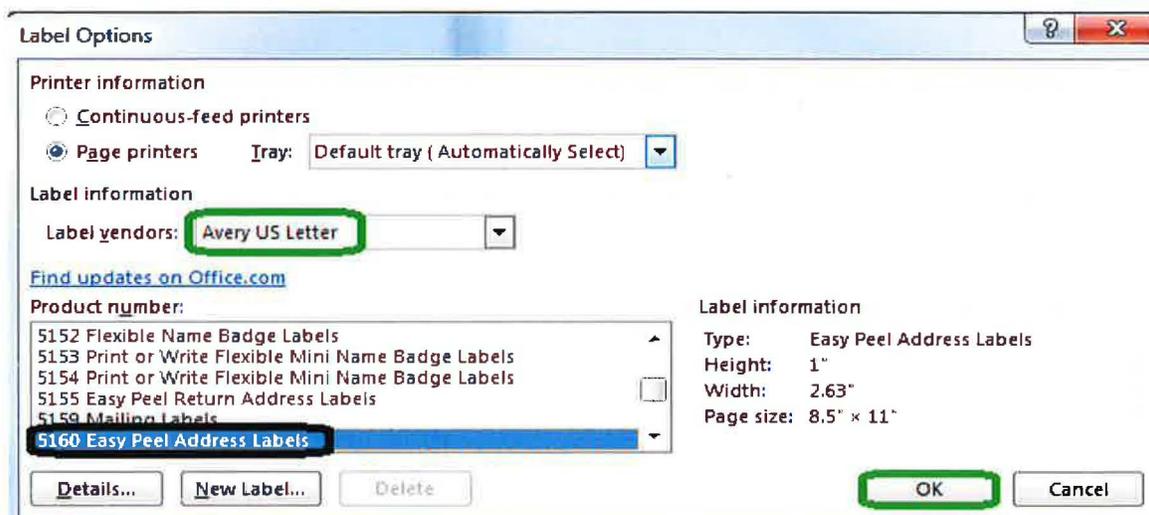
Start from existing document

Change document layout

Click Label options to choose a label size.

[Label options...](#)

16. Select the **Label Vendor** and **Product Number** on the label sheets. Click **OK**.



17. The page layout will update. Click on **Next: Select recipients**

Step 2 of 6

→ Next: Select recipients

← Previous: Select document ty

18. Ensure that Use an existing list is selected. Click on the Browse text.

Select recipients

Use an existing list

Select from Outlook contacts

Type a new list

Use an existing list

Use names and addresses
from a file or a database.

Browse...

Edit recipient list...

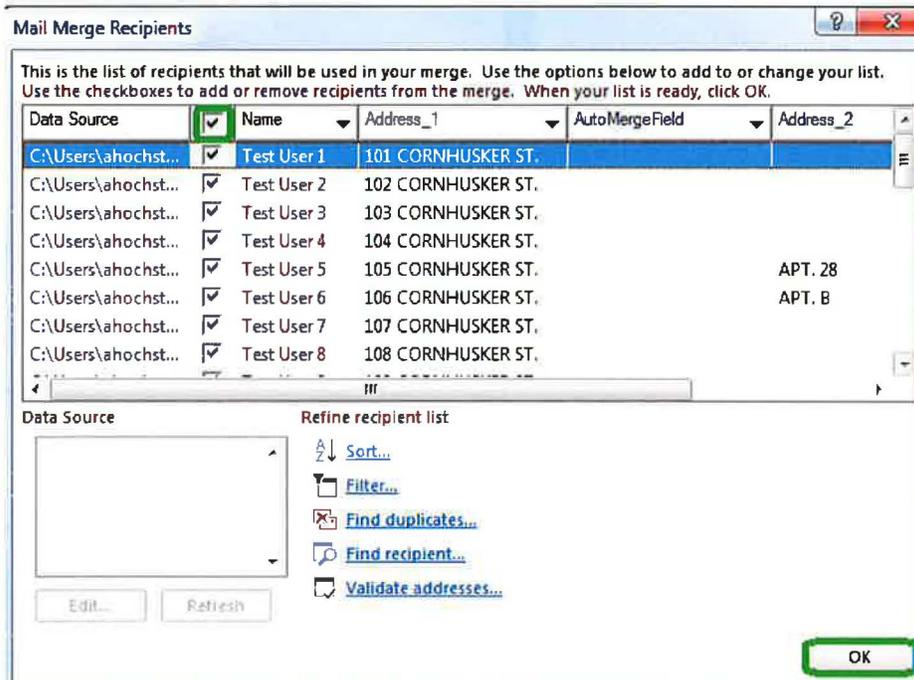
19. Navigate to and select the .CSV file.



20. Click Open.



21. The **Mail Merge Recipients** window will pop up. Ensure that the box in the header field is checked. Click **OK**.



22. Click **Next: Arrange your labels**.

Step 3 of 6



23. Click on the **More items...** text.

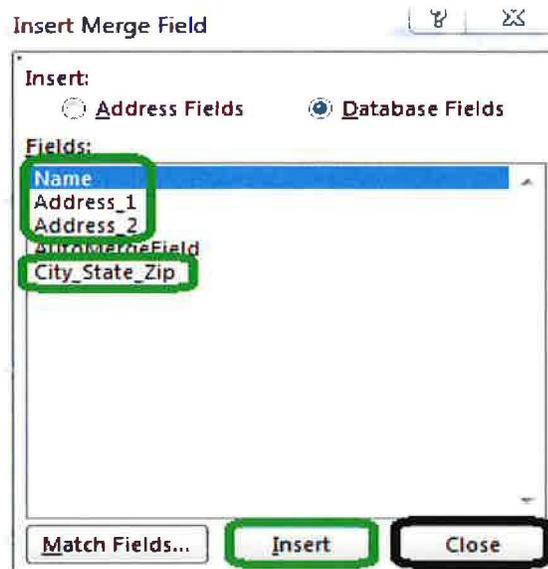
Arrange your labels

If you have not already done so, lay out your label using the first label on the sheet.

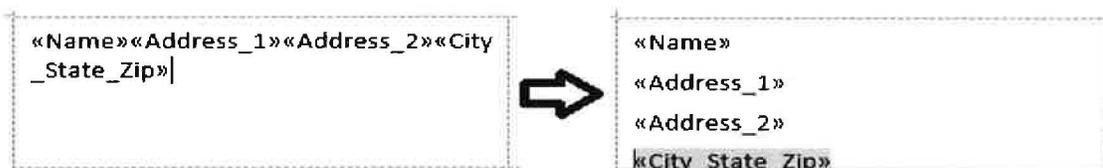
To add recipient information to your label, click a location in the first label, and then click one of the items below.

- Address block...
- Greeting line...
- Electronic postage...
- More items...**

24. In the **Insert Merge Field** window, **Name** should be highlighted. Click the **Insert** button. Select **Address_1**, and click **Insert**. Select **Address_2**, and click **Insert**. Select **City_State_Zip**, and click **Insert**. When finished click **Close**.



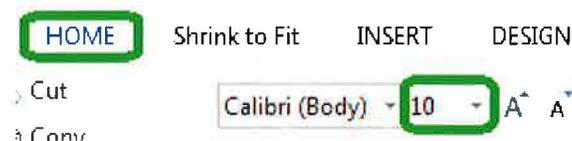
25. The cursor will be placed in the first label field. Move the cursor between > < and push **enter** so that the first label looks like this.



26. **Select all** of the fields in the first label.



27. **Click on the Home tab**, and change the **font to size 10** (or another appropriate size, depending on the font).



28. Update the rest of the labels by clicking on **Update all labels** button on the right.

Replicate labels

You can copy the layout of the first label to the other labels on the page by clicking the button below.

[Update all labels](#)

29. The label layout should look similar to this:

«Name»	«Next Record»«Name»
«Address_1»	«Address_1»
«Address_2»	«Address_2»
«City_State_Zip»	«City_State_Zip»

30. Click on Next: Preview your labels.

Step 4 of 6

[Next: Preview your labels](#)

[Previous: Select recipients](#)

31. The first page will be updated for preview purposes. It should look similar to this:

Test User 1 101 CORNHUSKER ST. Lincoln NE 68509	Test User 2 102 CORNHUSKER ST. Lincoln NE 68509	Test User 3 103 CORNHUSKER ST. Lincoln NE 68509
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32. After reviewing the labels, select **Next: Complete the merge**.

Step 5 of 6

[Next: Complete the merge](#)

[Previous: Arrange your labels](#)

33. Click on Print on the right side to complete the merge.

Complete the merge

Mail Merge is ready to produce your mailing labels,

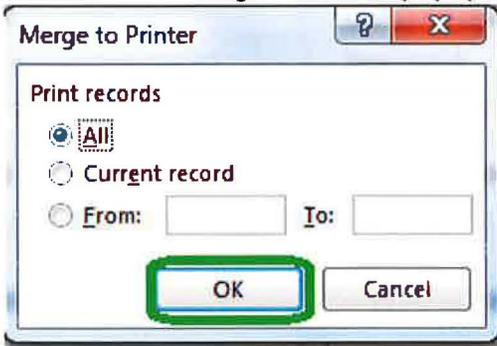
To personalize your labels, click "Edit Individual Labels." This will open a new document with your merged labels. To make changes to all the labels, switch back to the original document.

Merge

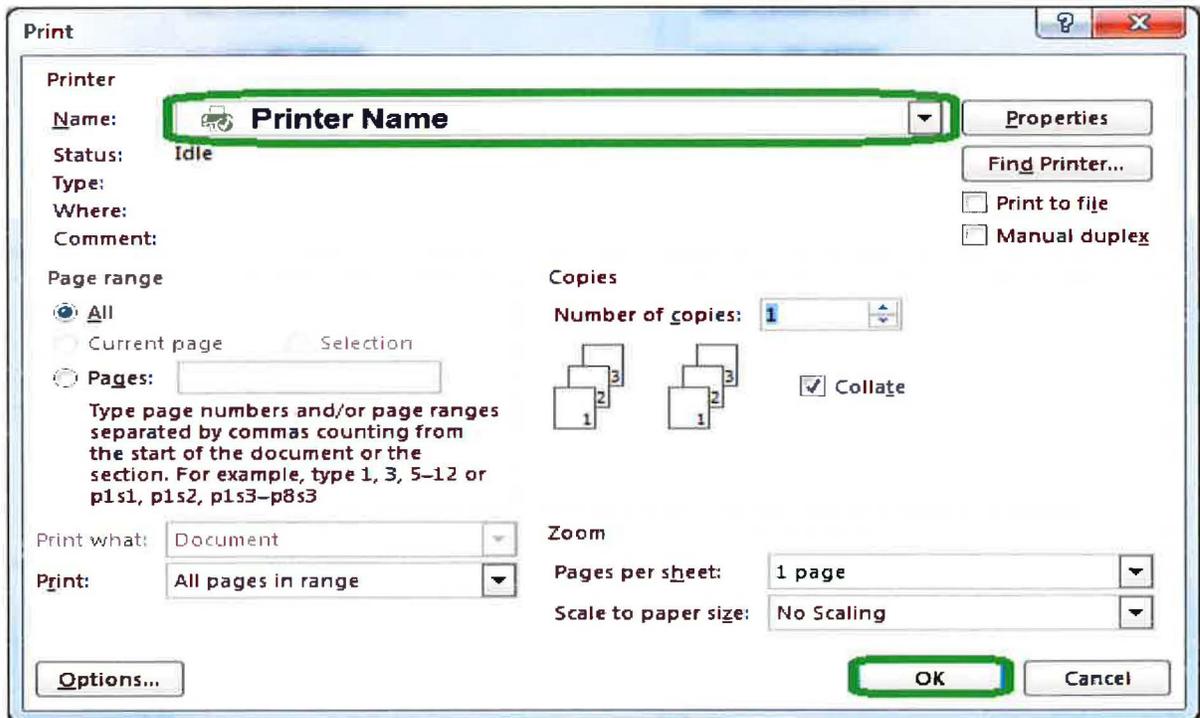
[Print...](#)

[Edit individual labels...](#)

34. In the Merge to Printer popup, **select All** to print all records. Click **OK**.



35. In the Print Window, **select** the appropriate **Printer** and click **OK**.



36. Once the labels have printed, **save** the document. **Close** the document.



Future Label Printing

1. In NAMIS, run the **Client Address Labels** report. It can be found under the **Miscellaneous** module.

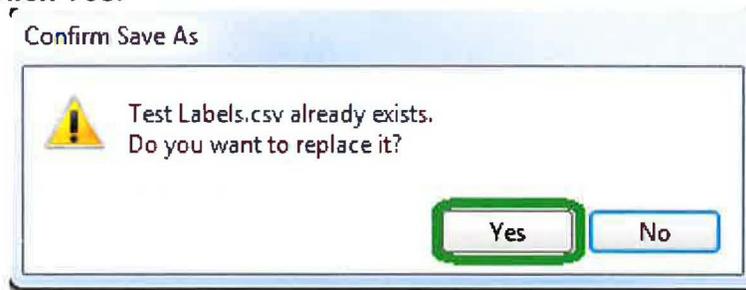
When the report is open, click on the **Save As** button.



2. **Save** the report as the previous **.CSV** (comma separated value) file.



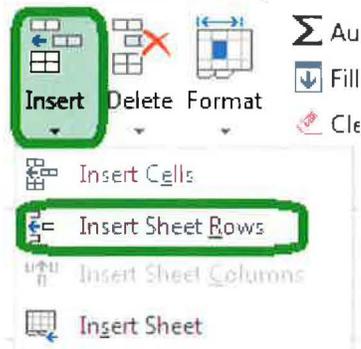
3. The **Confirm Save As** window will pop up, asking: "File Name.CSV already exists. Do you want to replace it?" **Click Yes.**



4. **Open** the **.CSV** file
5. Highlight **Row 1**.

	A	B	C	D	E	F
1	Test User 31	131 CORNHUSKER ST.			Lincoln NE 68509	

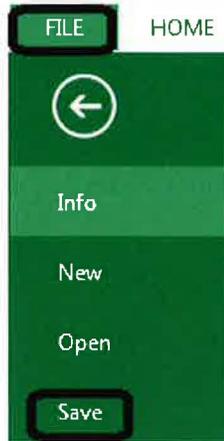
6. Go to the **Insert** button, and select **Insert Sheet Rows**.



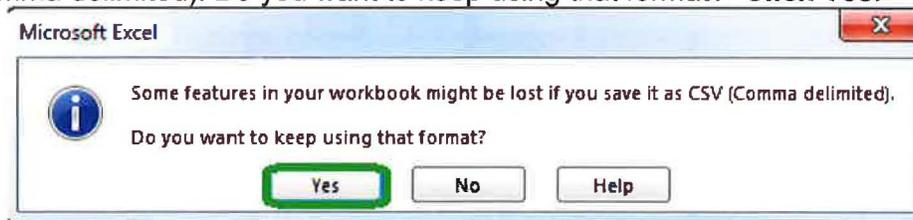
7. Row 1 is now blank. It will be the header column. In the cell **A1**, type: **Name**. In cell **B1**: **Address 1**; in cell **C1**, **Address 2**. Leave cell **D1** blank. Title cell **E1**: **City, State, Zip**.

	A	B	C	D	E	F
1	Name	Address 1	Address 2		City, State, Zip	
2	Test User 31	131 CORNHUSKER ST.			Lincoln NE 68509	

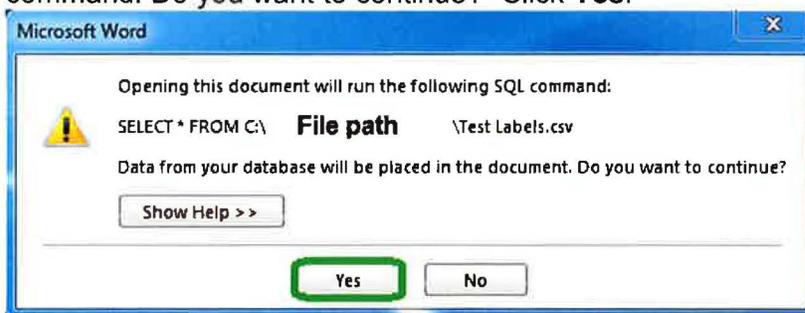
8. Save the .CSV file.



A pop up may occur. It will ask: "Some features in your workbook might be lost if you save it as CSV (Comma delimited). Do you want to keep using that format?" **Click Yes.**



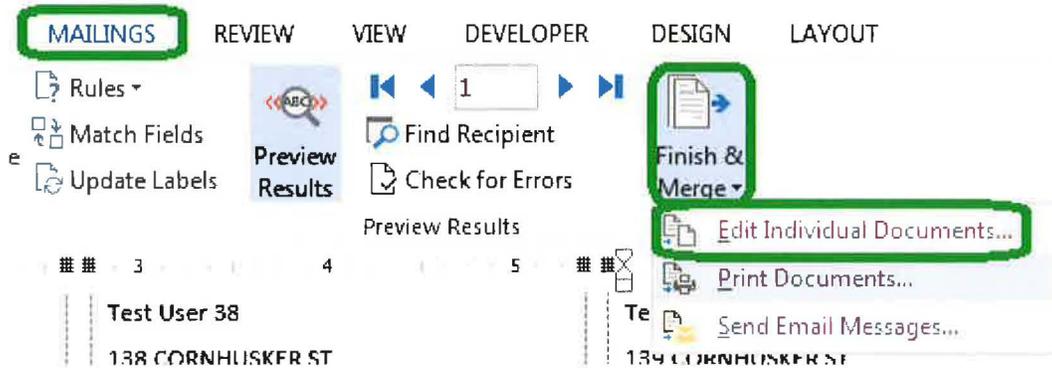
9. Close the .CSV file.
10. Open the Word document you saved in **Step #36** from **First Time Set Up**.
11. A **Microsoft Word window** will pop up stating: "Opening this document will run the following SQL command: Do you want to continue?" Click **Yes**.



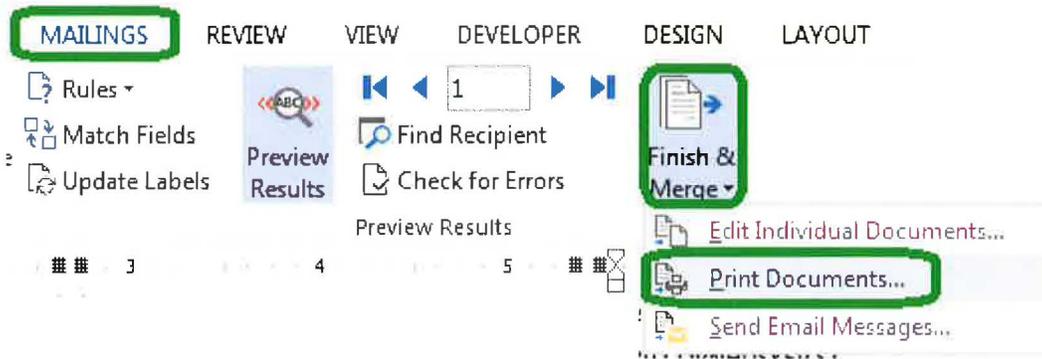
12. When the document opens, it will be updated with the new client label data. **It will only show the first page of data.**

Test User 31 131 CORNHUSKER ST. Lincoln NE 68509	Test User 32 132 CORNHUSKER ST. Lincoln NE 68509	Test User 33 133 CORNHUSKER ST. Lincoln NE 68509
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13. If you would like to see all records, select **Edit Individual Documents**.



14. **Do not go to the File menu to print, go to the Mailings menu.** Click on **Finish & Merge** and select **Print Documents...**



If you had 61 labels in June, and then have 29 labels in July, labels 30-61 will be over-written with blanks and will not print.

If you printed 29 labels in July, and need to print 47 labels in August, all 47 labels will print.

If you have questions, please contact Amy Hochstetler at dhhs.aging@nebraska.gov.