How to Print Monthly Lunch Badges

1. Open the “Branch 116 Membership Database” and click on “Active Data.”
2. Save the report of Active Members with desired filename on the Desktop. Save as filetype “xlsx.” There may be error warnings about losing the macros but disregard and save anyway.
3. Open the badge template file “Luncheon Badges.docx”
4. On Word ribbon click on “Mailings”
5. Click on “Select Recipients” and “Use Existing List”
6. Browse to your saved xlsx file and open it. A box will popup with “ActiveData$” highlighted. Just click on OK.
7. Click on “Edit Recipient List.” A box will open and select “Sort.” Sort by Lastname and click OK.
8. On Word ribbon click on “Finish & Merge” and click on “Edit Individual Documents.” Select “All”
9. Badges should be populated properly. Check that the total number of badges is correct to ensure you don’t have any non-active members included.
10. Load the Avery 5163 badge paper in the HP Color Laser. Select “File” “Print” and select “printer properties” to select printing Labels.