**How to Print Sticky Mailing Labels for Your NOW Chapter**

Printing your own chapter mailing labels is quick and easy when you follow these nine steps.

**Supplies needed:**

* Printer
* Avery 5160 sticky labels or other-brand equivalents
* Computer with Microsoft Excel and Microsoft Word

1. **Order your membership list from the NOW Action Center.** Use the online order form at <http://now.org/leaderdoc/request-for-membership-lists/>  to order lists; that helps the Action Center process your requests correctly. Lists will be sent to you in Microsoft Excel format.

2. **Once you've received your list, sort and save the spreadsheet according to your preferences.** Make sure you've sorted by last name or whatever criteria you prefer before you start a mail merge, which is explained in steps 5-8 below.

3. **Open the Template for Labels.** The template was created by the Action Center and is compatible with Avery 5160 sticky labels or other-brand equivalents. If you don't see the mail merge toolbar on your screen, change your Microsoft Word settings by going to View > Toolbars > Mail Merge.

4. **Click Open Data Source on the Mail Merge Toolbar.**\* You will then be prompted to open your Excel file.

5. **Click Mail Merge Recipients on the Mail Merge Toolbar.**\* You will see a table with all of your names checked. Click Ok.

6. **Click View Merged Data on the Mail Merge Toolbar.**\* Your names will then appear on the template file.

7. **Click Merge to New Document on the Mail Merge Toolbar.**\* Save the file.

*\*Note - Steps 4-7 cover most versions of Microsoft Word. If these instructions do not work, find the appropriate steps for your version.*

8. **Print your labels.** The template for labels is formatted to be compatible with Avery 5160 sticky labels or other-brand equivalents.

**From Rick Gray of New Jersey:**

If you do lots of labels, I've got a great supplier.

Normally for paper products, I'd use Staples or Office Depot, but their labels can get quite pricey.

When I became South Jersey NOW--Alice Paul Chapter's Data Processing Manager, my predecessor, Lorraine Petrie, pointed me to Blanco Labels.

Staples charges $28.99 for a 100 sheet box of Avery labels,

and $25.99 for a 100 sheet box of Staples equivalent brand.

Blanco has their version of Avery 5160 equivalents for $12.51 and if you order larger quantities, it can go as low as $9.93. They do add shipping from Salem, VA. and if you're only ordering 1 box of 100, the shipping will almost double the price, but when I'd do a large order for the chapter every year, the shipping didn't add that much.

Thought you'd like to know about them.

Nice company, If I ever found a problem, they always dealt with it efficiently and quickly, and ALWAYS to my total satisfaction. You can order by phone, or online at www.blancolabels.com and they're generally nice folks to deal with.