

While none of the mainframe or Web applications provided by the Administrative Office of the Courts has a specific report for printing address labels, you can utilize the BOXI application to create your own report to pull the address information from the database. The BOXI report can be saved as an Excel spreadsheet and used as a data source for a Mail Merge in Word in order to print the address labels.

Complete the following steps in order for this process to work properly in the BOXI report:

1. Create the report in a vertical table with a column for each line you want on your label. (Image 1)

Image 1—BOXI Vertical Report Sample:

Attorney Name	Attorney Affiliation	Attorney Address 1	Address 2	Address Location	Attorney Status
ESPOSITO, JOSE	Evans Craven & La	818 W RIVERSIDE A		SPOKANE, WA. 99	Deceased
POWERS, JOHN	Attorney at Law	17012 47TH AVE NE		SEATTLE, WA. 981	Active
STRASBURGER,	Attorney at Law	7839 WESTWOOD L		MERCER ISLAND,	Suspended

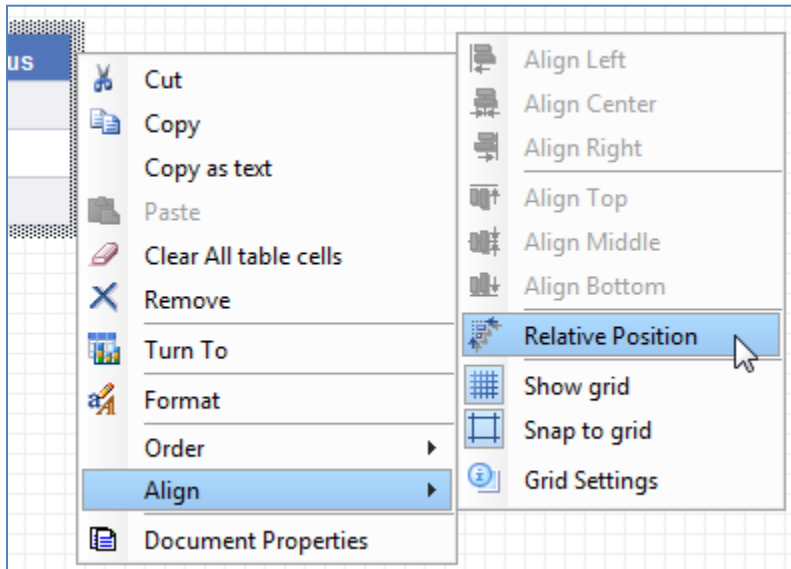
2. Remove the "Report Title" from the screen by clicking it and pressing the <Delete> key or by clicking and dragging the "Report Title" box off of the screen. (Image 2)

Image 2—Example: Remove the "Report Title."



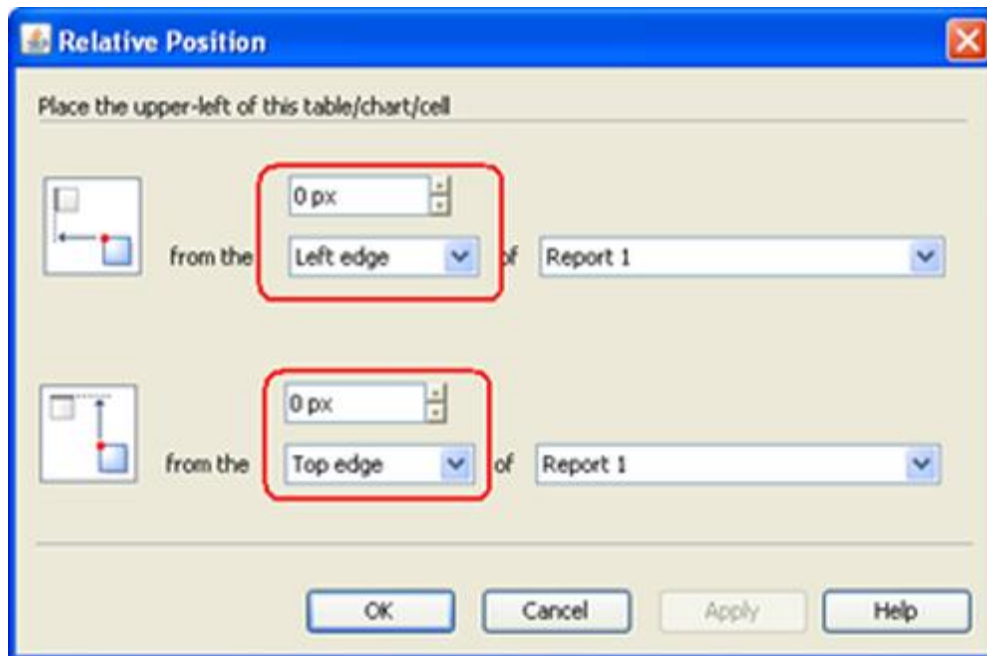
3. Set the "Relative Position" of the table itself.
 - Click the table to highlight it. Be sure you click on the edge of the table so the entire table is highlighted, not just one column.
 - Right-click on the table while it's highlighted. From list of options select option "Align >" and then select "Relative Position." (Image 3)

Image 3—Example: Select "Align > Relative Position."



- Use the first set of drop-down menu options to change the position from the "Left Edge" to 0 px from the left edge. Use second set of drop-down menu options to change the position from the "Top Edge" to 0 px from the top edge. (Image 4)

Image 4—Example: Relative Position Pop-up Window with 0 px Settings.



- Save the query with these report settings in court's BOXI folder for future use.

For more instructional documentation on how to use BOXI, please see the online manual page [BOXI Manuals](#).

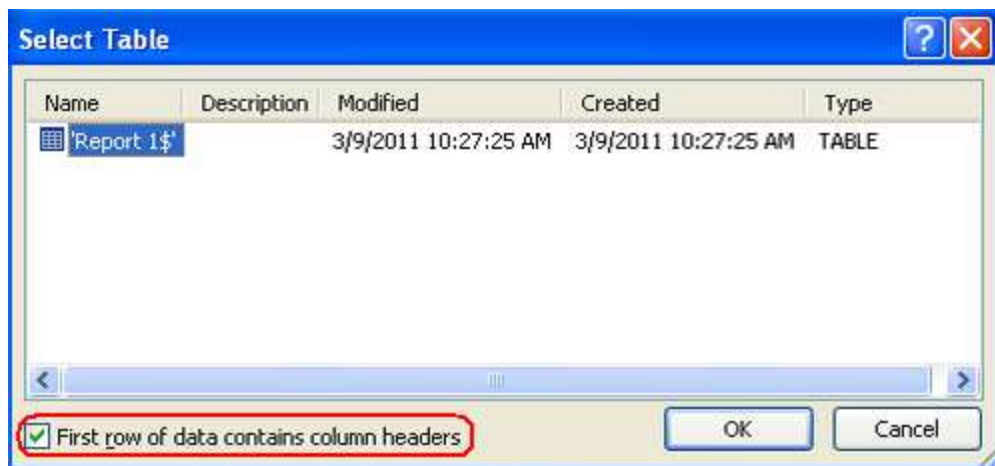
Once the BOXI query is created to get the data elements needed for the labels, you need to export that data to Excel in order to have a data source for the mail merge.

1. Run the BOXI report.
2. Click “Save > to my computer as Excel.”
3. Save the data to your computer or local network drive in an area that is accessible for the mail merge document.

Next create the mail merge document in Word to create the labels.

1. On a new Word document click the Mailings tab.
2. Click Start Mail Merge > Labels.
3. In the new window, select the brand of labels and label number and then click <OK>.
4. Click Select Recipients > Use existing list.
5. When the directory opens, select the Excel file that was created when the “Save > to my computer” step was done in BOXI.
6. Click <Open>.
7. A new window appears showing the table that was selected. Make sure the box is checked for “First row of data contains column headers.” (Image 5)

Image 5—Example: Select Table Pop-up Window.



8. Click <OK>.

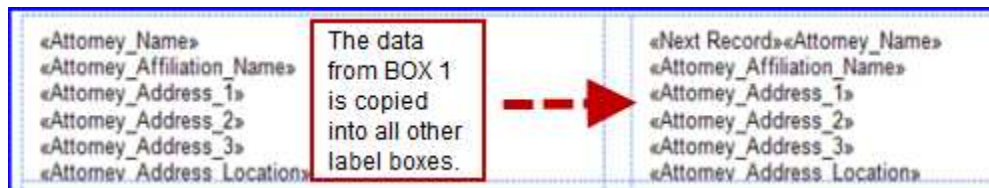
9. Click “Insert Merge Field” and select the column header that should be the first line of the label (i.e., Name).

RESULT: The first line of the first label box will display the column header that was selected surrounded by << >> (i.e., <<Name>>).

10. Place the cursor on the space following the characters >> within the document. While the cursor is there, press <ENTER> to move the cursor to line 2.
11. Click “Insert Merge Field” and select the column header that should be the second line of the label (i.e., Address Line 1).
12. Place the cursor on the space following the >> and press <ENTER>.
13. Repeat for each line of data that is to appear on the label.
14. Once all fields are listed in the first box of the document, click the “Home” tab and format the font size and spacing of the data elements within the first box of labels.
 - a. Additional spacing changes can be made by selecting Home > Paragraph.
15. Click the “Mailings” tab and then click “Update Labels.”

RESULT: The formatting done in label box 1 will be copied to all other labels. (Image 6)

Image 6—Sample: Formatting from box 1 is copied to all other labels.



16. Click “Preview Results” to see a preview of the labels that will print.
17. (Optional) Save the document for future use.
18. To print the labels click “Finish and Merge > Print Documents” on the Mailings tab.

NOTE: This instructional document is to help assist courts create mailing labels in Office 2007 by using data from BOXI. However, the Administrative Office of the Courts does not provide technical support for Microsoft® products. Any questions regarding how to set up or use mail merge features need to be directed to Microsoft® or researched within their Help files.