

Streamline Costume Distribution with Costume Bag Labels

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Once you receive your costume order, use Jackrabbit to help create costume bag labels using the [Student Costume Listing](#) report. This is a huge help when you are handing out the costumes to your students!

What will you need?

- Jackrabbit
- Arrange Your Labels Text document
- Microsoft Excel and Microsoft Word
- Avery Shipping Labels #5164 or 8164 (or equivalent 3 1/2" x 4" labels)
- Printer

Export the information from Jackrabbit

1. Download and save the [Arrange Your Labels Text.doc](#) document to your Desktop so the file is easy to find.
2. From within your Jackrabbit database, go to the [Student Costumes Listing](#) report that can be found under the **Classes** (menu) > **Costume Management** > **Reports** (left menu).
3. Select *Search Criteria* as needed and **Submit**.
4. Click the **Export** button, select the export format as an Excel Spreadsheet, and click **Export Data**.
5. Open the Excel download and delete the following columns:
 - Approval Date
 - Last Sized Date
 - Vendor
 - Gender
 - Style
 - Do Not Order
 - Unit Cost
 - List Price
6. Save the file to your Desktop with an easy-to-remember file name, e.g., 2018-19 Costume Bag Labels.

Creating the Bag Labels

Once you add the Avery #5164 or #8164 labels to your printer and open the [Arrange Your Labels](#)

Text.doc document, you are ready to start the mail merge to create your labels!

1. Create a new Word document and select **Mailings** at the top.
2. Click **Start Mail Merge** and select **Step-by-Step Mail Merge Wizard** from the drop-down. This opens a wizard on the right-hand side of the screen.
3. Under *Select document type*, select **Labels**. At the bottom of the wizard click **Next: Starting document**.
4. Click **Label options**, select the *Label vendor* from the drop-down list, select *Product Number*, and click **OK**. Under *Select starting document*, select **Use the current document**. At the bottom of the wizard click **Next: Select recipients**.
5. Under *Select recipients*, select **Use an existing list**. Click **Browse** and select the Excel export you saved to your desktop. Click **Open** and then **OK**.
6. In the *Mail Merge Recipients* window, you can uncheck any student name to omit them from label creation. Click **OK**. At the bottom of the wizard click **Next: Arrange your labels**.
7. From the **Arrange Your Labels Text.doc** document, copy and paste the text to the first section in your new Word document. In the wizard, click the **Update all labels** button. *All following labels should now include this text.*
8. At the bottom of the wizard click **Next: Preview your labels**.
9. Click **Next: Complete the merge**.

When you are satisfied with your labels, you can save and print! If your labels don't seem to align properly, try some of our [troubleshooting tips](#).



If you feel comfortable with the mail merge process, adjust what you'd like printed, change the font, add your logo, etc. For assistance with mail merges, please contact Microsoft Office Support.
