Today I want to go over how to print the new carpet tags

Using Microsoft Word & Excell.

The basics are on Google sheets but Google does not have

A mail merge option. I have posted the new basic and tags

On cusa training like in the past. Once you have the basic and tags

Downloaded this is how to print.

1.   Open the tag
2.   Click on mailings then start mail merge
3.   Select recipients then use existing list which is the carpet basic
4.   Click Edit recipient list
5.   Uncheck the list
6.   Go to filter and find CUSA RACKS then type in the rack description