

Making Filing Labels from EndNote

Whether you make hard copies of everything you read, or you merely need to make a filing system for the articles that are only available in hard copy format – the time will come when you need to put a label on a file folder. I like to put full citation information on the label and I prefer that it to be machine printed. Here's one way you might be do this. These instructions assume you are using Microsoft Word, but many other software programs support this.

Export EndNote Records

Open the EndNote library you want to use.

Under the Edit menu, select the appropriate Output style.

Select the records for which you wish to create labels.

Choose File....Export and save as a text type of file. Keep track of the name and location of this file because you will need it again.

Create a Data (often called Mail) Merge document

Next, begin a new document in Microsoft Word

Use the Tools menu to choose Data Merge Manager

Under Main Document choose Labels from the Create Menu

Select the type of labels you are using. (Avery is a popular brand and most are pre-defined in Word) and click OK.

Next, you specify where the data can be found.

Under Data Source, indicate Word should Get Data and Open Data Source

Find the text file you created in the first section and open it.

You will get a dialog box. The defaults should be correct. Click OK.

Next you will be prompted to insert a merge field. There should only be one merge field to use. Choose it and click OK.

Now your labels have something in them that don't make a lot of sense. Don't worry about that. You have a couple of options for merging. I recommend merging to a document. This will give you a chance to be sure everything is as you need it to be.

Tweaking your Labels for Printing

Your labels are ready to print now. However, you'll probably need to put a few finishing touches on them to make them perfect.

I change all text to Times or Times New Roman and move the font size to 10 points.

Some of the labels will still overflow their respective areas. I make those even smaller – usually 9 pts. If they're still too long, I edit or abbreviate to minimize the length.

I also prefer to have the labels at the top of the labels – not centered. To adjust that, select the text in the table and go to the Table menu. Choose Table properties and choose the Cell tab.

Choose the Top alignment from Vertical Alignment.

You might want to send a test print to the printer before actually printing the labels.

If all goes as planned, you can run your labels through your printer and affix the neatly printed labels on your file folders.