

Print Labels Using the Error and Validation Report

Run the Error and Validation (E&V) Report as an Excel Spreadsheet Workbook (.xls). Select the date parameters that you want to run. The report will default to hide sensitive data “yes” and report type “PDF”. Click on the drop down menus and select “no” and “excel”. Our goal is to extract the necessary data to print NCOA labels to attach to the Voter Registration Cards. A finished label should look like this:

Name
Street Address, Zip Code
Precinct – Per NCOA Hopper
Report Date

I. Create a “working copy” of the Report file and prepare a new Tab for our data. (this step is not necessary if you print your E&V reports. The report can be rerun if necessary).

1. Add a new tab named “Labels” in your excel spreadsheet.
2. Copy the Header from Sheet1, to our Worksheet “Labels”
 - a. Select the “Sheet1” Tab and look for the first Voter’s name in column A. The header is all rows above this row. The header rows are typically 1 through 9.
 - b. Select the “Labels” Tab
 - c. Paste starting at Row 1

II. Copy the required raw data from “Sheet1” to “Labels”

1. Note the cell on “Sheet1” that contains the first Voter’s name. Also note the highest row number that has a Voter’s name.
2. Position the cursor on our Tab “Labels” cell “A10”
3. Enter the formula: =IF(ISBLANK(Sheet1!A10),,Sheet1!A10)
4. Position the cursor on our Tab “Labels” cell “J10”
5. Enter the formula: =Sheet1!J10
6. Position the cursor on our Tab “Labels” cell “L10”
7. Enter the formula: =Sheet1!L10
8. Copy Tab “Labels” Row 10
9. Select Tab “Labels” Row 11, to include the highest Row number noted in step 1. Above and paste.

III. Remove unnecessary Rows and Columns from Tab “Labels”

1. Highlight all of the Rows containing Voter Data on Tab “Labels”.
2. Select Data, Sort, from the top toolbar
3. Sort by Column A, Ascending or smallest to largest, Make sure header rows is not unchecked.
4. Delete all of the rows with a zero (0) in the name column
5. Delete all of the Columns except Column A, Column J, and Column L. You should just have three columns with data: Name, Residence Address, and PCT.
6. Insert three Columns between “Residence Address” and “PCT”. Label these “Address”, “Zip+4”, and “Zip Code”
7. Label the Two Columns after “PCT” “Reason” and “Report Date”

IV. Separate the Street Address from the Residence Address field

1. Select the first “Residence Address” cell, (B10), Hold the Shift Button, press End, then Down Arrow
2. Copy highlighted data.
3. Click in the highlighted area again, Select Paste Special, then Values, OK
4. Select the first “Residence Address” cell, (B10), Hold the Shift Button, press End, then Down Arrow
5. Select Data, Text to Columns, from the top toolbar
6. Select Delimited, Next, Tab, Next.
7. Enter Destination \$C\$10 Finish
8. Column “C” Should now have the street address, without City, State, and Zip

V. Separate the Zip Code

1. Select the first cell under the heading “Zip+4”
2. Go to the Formulas ribbon and click “ f_x ” the Insert Function dialog box will open.
3. Type “Right” into the Search for a Function box, select “Go”, then select “Right” from the menu.
4. The cursor will be flashing in the box labeled “Text”
5. Click on the first cell under “Residence Address” (B10 should appear in the “Text” box)
6. enter 10 in the “Num_char” box, click “OK”
7. The formula should be “=RIGHT(B10,10)” which should display the Zip+4.

VI. Extract the 5-digit Zip Code

1. Click the first cell under “Zip Code”
2. Click “ f_x ” the Insert Function dialog box will open.

3. Type "Left" into the Search for a Function box, then select "Go", then select "Left" from the menu
4. The cursor will be flashing in the box labeled "Text"
5. Click on the first cell under "Zip+4" (D10 should appear in the "Text" box)
6. enter 5 in the "Num_char" box, click "OK"
7. The formula should be "=LEFT(D10,5)" which should display the 5-Digit Zip Code.

VII. Copy the Zip+4 and Zip Code formulas to the rest of the cells in their respective columns

1. Select the first cell (D10) under the "Zip+4" heading, and select Copy.
2. Select cells (D10) through the highest Row number with an address.
3. Paste to the highlighted area.
4. Follow steps 1 to 3 for the "Zip Code" Column.
5. Now, click on the first cell under "Zip Code", cell (E10), hold the Shift button down, hit end, then down arrow to select all of the Zip Code cells.
6. Right click in the highlighted area, select Copy
7. Right click in the highlighted area again, Select Paste Special, then Values, OK
8. You should now have a column of just the 5-digit Zip Code in the "Zip Code" column
9. Scan the column for any cells that did not transpose properly and correct.

VIII. Type the Reason and Report Date into the first cell under their respective headings

1. For the reasons, use "per NCOA Hopper"
2. For the Report Date, use the Date in the Report Header. Be sure to enter the date as text in order to have a successful label merge
3. Copy the "Reason" and "Report Date" to all rows with data.

IX. Delete unneeded Rows and Columns

1. Delete Rows 1 through 8
2. Delete Columns "Residence Address" and "Zip+4"
3. Remaining columns should be "Name", "Address", "Zip Code", "PCT", "Reason", "Report Date"
4. Save working copy of the workbook

X. Mail Merge using MS Word

1. Open MS Word
2. Select new Document
3. Select “Mailings”, “Start Mail Merge”, , “Labels”
4. Label Options, select “5160 – Address”, “OK”
5. “Next: Select Recipients”
6. Select “Use Existing List”, find your workbook **E&V 9.6.12.NCOA Hopper_Label.xls**, OK
7. Select “Worksheet”, the select the “Labels\$” tab, OK
8. Uncheck all “0” rows at the bottom (if any), then click OK
9. Click “Next: Insert Merge Fields”
10. On first label, Insert name, hit enter
11. Click “Insert Merge Fields”, Select “address”, Insert, “comma and space, Insert “Zip_Code, enter
12. Click “Insert Merge Fields”, Select “PCT”, Insert “space, dash, space, Insert “reason”, hit enter
13. On first label, Click “Insert Merge Fields”, Select “Report Date”
14. Click “Update all Labels”
15. Click “Preview results”
16. Click “Finish Merge”
17. If everything looks good, select “Next: Complete the Merge” (You may have to complete the merge by clicking “Edit Individual Documents”)
18. Print