

In addition to the [pre-defined labels](#) in ARM, label information can be exported in order to create custom labels in another program. The Mail Merge feature of word processor software can unlock new formatting options for labelling that otherwise is not possible within ARM.

Use the following steps to export the raw label data from ARM into a word processor to create your own custom labels.

## Part 1: Export label data from ARM

The first step is to export the data for labels from the ARM trial into a .csv file.

1. To begin, open an ARM trial.

2. Select **File > Export Study > Raw Data Labels**.

3. Customize the export to include the desired label formats.

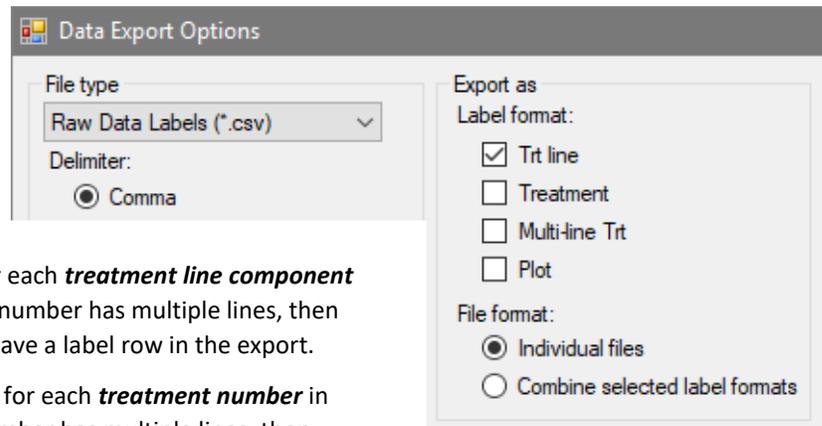
a. **Trt Line** includes information for each **treatment line component** of the trial. If a given treatment number has multiple lines, then each of these components will have a label row in the export.

b. **Treatment** includes information for each **treatment number** in the trial. If a given treatment number has multiple lines, then information from each component is concatenated with a plus sign '+'.  
c. **Multi-line Trt** includes information for each **treatment \* application code** combination.

d. **Plot** includes information for each **plot experimental unit** in the trial.

4. If selecting more than one label format, these can either be saved as individual files, or combined into a single file. (The LblType column in the output can be used to filter the different formats within the combined file.)

5. Then, press OK to proceed with the data export. You are then prompted to save the .csv export file(s).



Once saved, the exported files can be used in a database or word processor software to create custom labels.

## Part 2: Use Mail Merge to create custom labels

Using the .csv file created in ARM from Part 1, now create labels using a word processor. The following are steps to complete this process in Microsoft Word, but the process will be similar in any word processor.

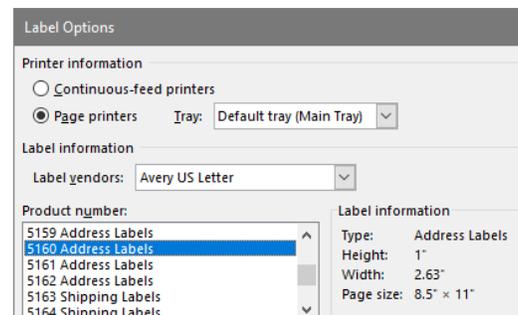
To begin, create a new document, and under the **Mailings** tab select **Start Mail Merge > Step by Step Mail Merge Wizard**.

1. Select **Labels** as the document type, and click **Next** to continue.

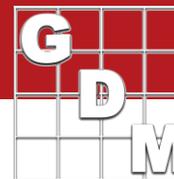
2. Select **Change document layout** to start from scratch with this blank document.

a. Click **Label options** to search for and select a format for your label sheet or continuous printer to use.

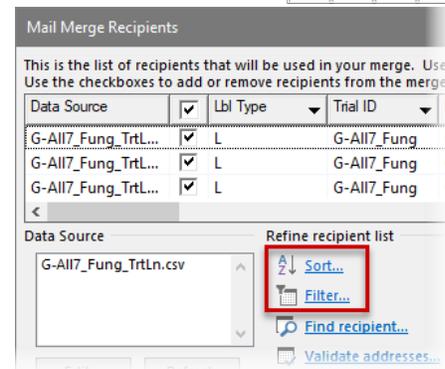
b. Click **Next** to proceed to the next step.



# Creating Custom Labels with ARM



3. Select 'Use an existing list' and Browse for the .csv file created in Part 1 above.
  - a. Click **OK** to Confirm Data Source.
  - b. If prompted, select the text separator chosen for the export.
  - c. Use the **Mail Merge Recipients** to set the sort order, or to filter the list (e.g. to select certain Application Codes).



4. Add information to the first label on the page. (see Figure 1 below)  
See [Raw Data Labels Cheat Sheet](#) for a list of label data headings and where the data comes from in ARM.
  - a. Hand-type text prompts to describe the label data, e.g. 'Name:'.
  - b. Then **Insert Merge Field** to add label data. This inserts a placeholder surrounded by brackets.
  - c. After making changes, click **Update Labels** to propagate changes to all labels on the page.
  - d. Click **Preview Results** to see labels with actual trial data.
  - e. Use any desired formatting (bold, color, text size, etc.) to customize the look of the labels.

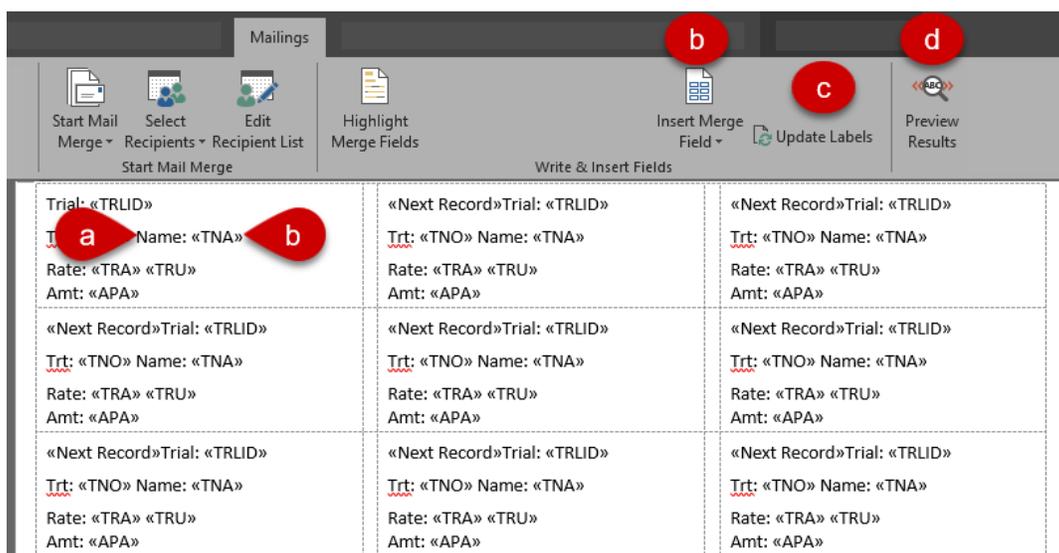


Figure 1

5. Step 5 of the wizard previews the results one last time.
6. Complete the merge by either printing the labels now, or use **Edit individual labels** to create a separate document of the "actual" label data, without the linkage to the csv file from ARM.

## Reusing custom labels

Save this word document in order to re-use this custom label in the future with label exports from other trials.

Use **Mailings > Select Recipients > Use an Existing List** to use label data from a different study. Note that you need to use the same Label Format when exporting from ARM (see Part 1).