# CREATING AND PRINTING MULTIPLE LABELS PER PAGE

It is often necessary to create and print mailing labels (or business cards) multiple items per sheet using data from an Excel spreadsheet or a plain text file. This can be easily accomplished with AutoMailMerge plug-in for Adobe Acrobat. The following tutorial provides instructions on creating multiple PDF documents by populating a PDF template with data from a spreadsheet file and then printing multiple documents per single sheet.

Create PDF Template

Create a PDF document that contains only one label on the page. Use any text editor (for example, Microsoft Word) to design a document and then save it as PDF file. Alternatively, print it into PDF format by using "Adobe PDF" printer. Make sure a page size in the template document is set to the dimension of the label (4" by 2" for example).
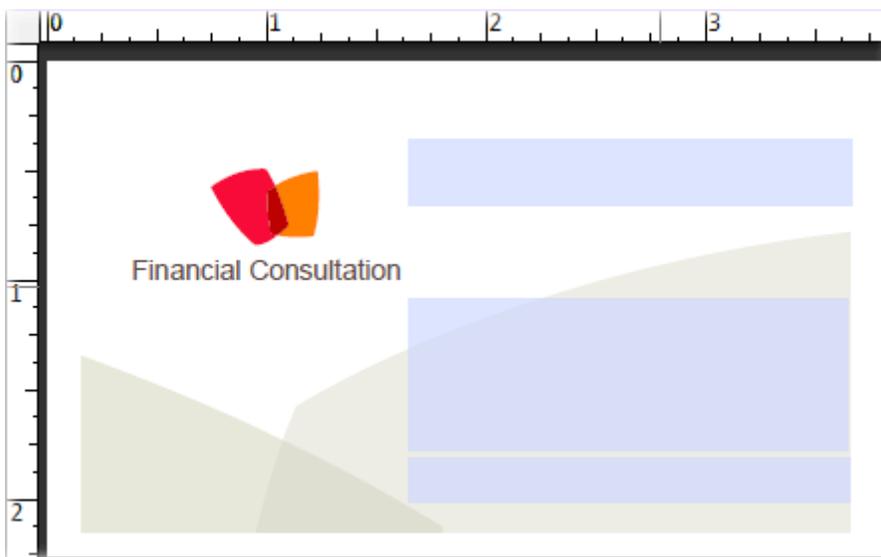
Add Interactive Form Fields

Open PDF template in Adobe Acrobat and use "Prepare Form" tool to add interactive text fields. See the following online tutorial for step-by-step instructions on how to create PDF form fields in Adobe Acrobat: http://www.evermap.com/CreatingForms.asp. The sample form used in this example has 3 text fields: "Name", "Address" and "Phone". Save changes to the PDF file once done editing the form. Download the sample PDF form and the corresponding CSV data file for this example.

What is Mail Merge?

"*Mail merge*" is a computer term describing the production of multiple documents from a single template form and a data file. This technique is used to create personalized letters, documents, bills and pre-addressed envelopes or mailing labels for mass mailings (or document creation) from a database of names and addresses. Using mail merge, all you have to do is create one PDF form that contains the information that is the same in each version. Then add some fillable form fields for the information that is unique to each copy of the document. The AutoMailMerge plug-in uses a PDF form as a template and takes input from a variety of data sources to populate form fields and generate output PDF documents.
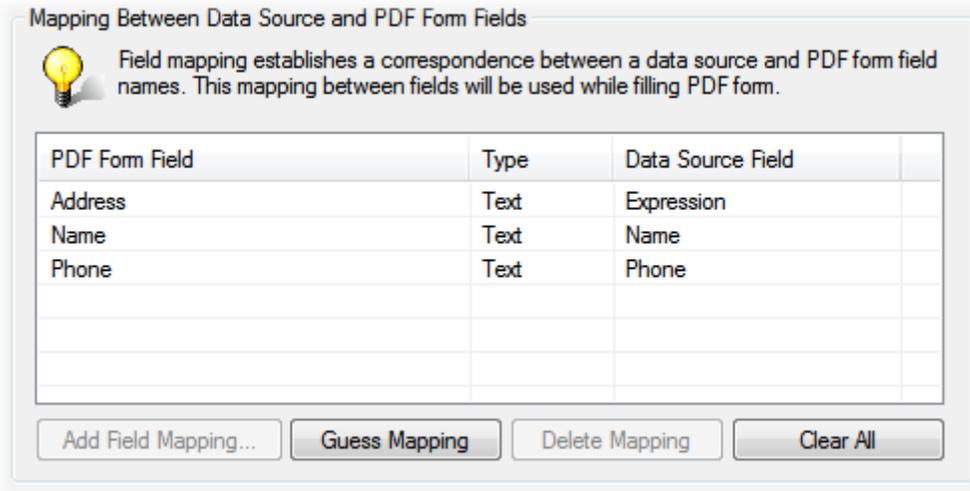
Configure Mail Merge Parameters

Make sure that you have AutoMailMerge plug-in installed on the computer. You can download trial version of the software from the product's page at https://www.evermap.com/AutoMailMerge.asp. Open a PDF form template that was created in the previous step and select "Plug-ins > Mail Merge…" from the menu.

1. Press "Edit Settings" button to start configuring mail merge parameters.
2. Press "Browse…" button located on "Select Data Source" screen and select an input data file. In this example, we are using a plain text CSV file. CSV files are the most common spreadsheet files that can be opened and edited by any editor including Microsoft Excel. They are simple to use and do not require any additional software. Select "Comma-separated text file (*.csv)" from the list of available data source types:
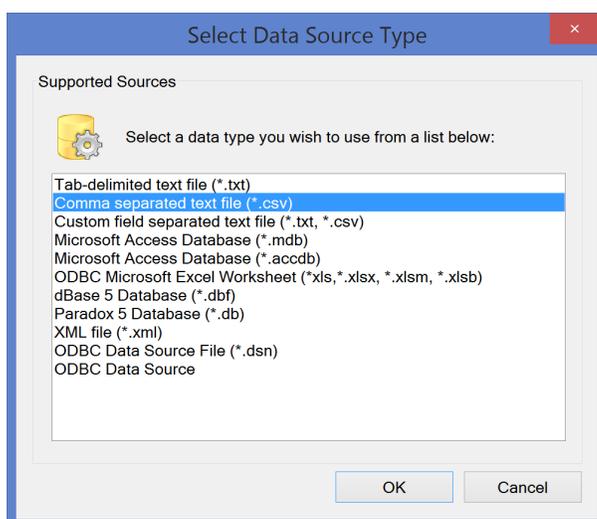
3. Assign fields from a data source to PDF form fields by double-clicking on a form field name and selecting a corresponding data field from a list:

Mapping Between Data Source and PDF Form Fields

Field mapping establishes a correspondence between a data source and PDF form field names. This mapping between fields will be used while filling PDF form.

PDF Form Field	Type	Data Source Field	
Address	Text	Expression	
Name	Text	Name	
Phone	Text	Phone	

Add Field Mapping...   Guess Mapping   Delete Mapping   Clear All

Sometimes, it is necessary to fill a single PDF form field with data from multiple data fields. In the business card example, the "Address" field needs to contain a full address including city, state and zip information. Use a multiple-field expression to fill it. Type the names of the data fields surrounded in [..] brackets into "Enter expression" box:

Select Data Field

Available Fields:
Name
Address
City
State
Zip
Phone

Composite Field

☑ Use a multiple-field expression to create a composite field

Enter expression:

[Address]
[City], [State] [Zip]

For example, if you have two data fields: "Street" and "City", then you can combine them into a single composite field by writing: Send to: [Street], [City]. Where [Street] and [City] refer to corresponding data fields.

Examples of the composite field values created by this expression: "Send to: Lane Ave, Portland" or "Send to: Highland Road, Seattle".

Learn more...

Help...   OK   Cancel

 IMPORTANT: If you want to place more than one text line in a PDF text field, then you have to set a "*Multiline*" property for this particular form field when designing the form.
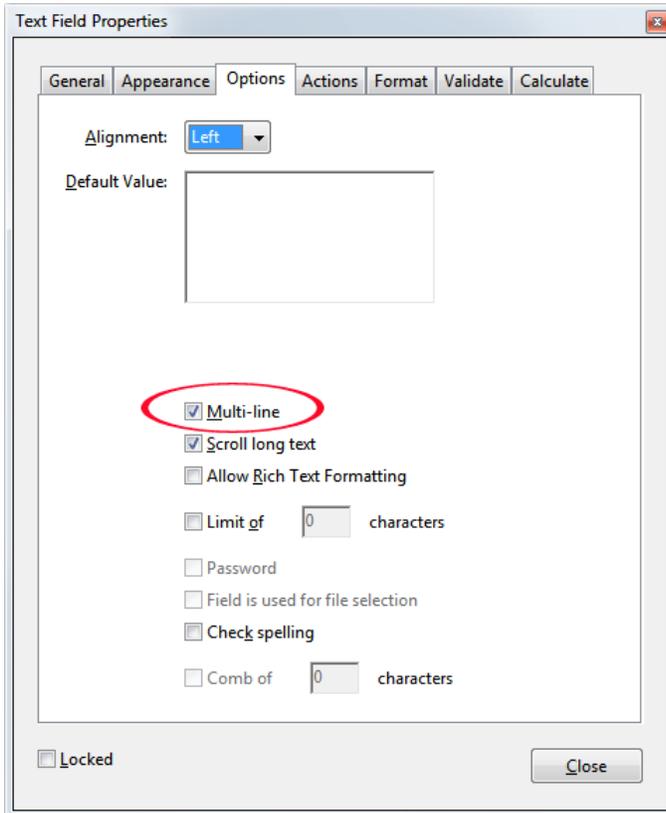
4. Press "Next >>" button to advance to the next settings screen. Turn on "Flatten output PDF documents" option (located on "Field Options" screen) to make output to appear as a regular PDF document, not as a fillable PDF form.
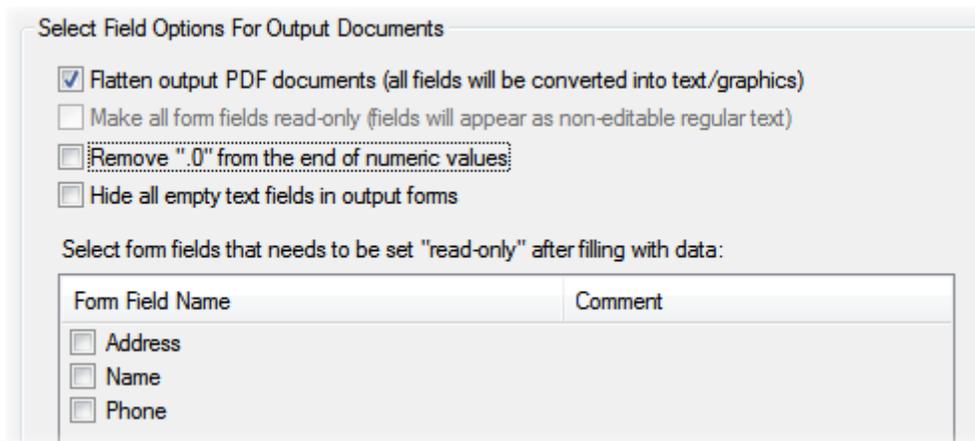
5. Press "Next >>" button to advance to the next settings screen. Press "Browse…" button located on "Output Files" screen and select an output folder where to put the resulting PDF document(s).
6. Configure the plug-in to output a single "compound" file that will contain all business cards / labels (one label/card per page). Uncheck "Save each copy of the filled form as a separate PDF document" option and check "Output a compound document" option. Enter a desired name for the output compound PDF file.

Output Options

Ouput folder: C:\Data2   Browse...

☐ Save each copy of the filled form as a separate PDF document
☐ Export FDF file for each filled form
☑ Do not overwrite existing files (always create a unique name)
☐ Print each output file to default printer using current print settings
☐ Shrink pages to printable area while printing
☐ Perform garbage collection (slower, but may create smaller file sizes on some forms)
☐ Linearize documents for fast network access (may increase processing time)
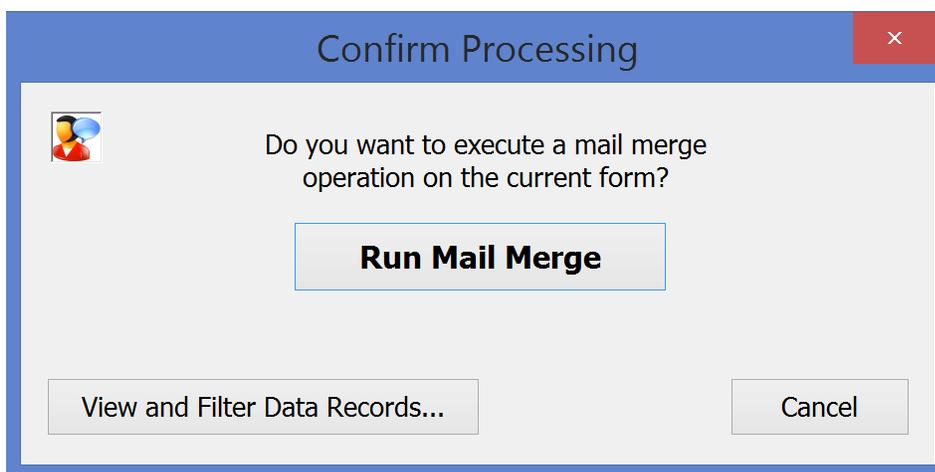
☑ Output a compound document that will contain all filled forms
Compound document filename: Cards.pdf   ?...

7. Press "Next>>" button multiple times to finish configuring the mail merge parameters.

Run Mail Merge

Press "OK" button located on the main screen to start performing the mail merge operation. Press "Run Mail Merge" to start populating the PDF form template with data:

Confirm Processing   ✕

Do you want to execute a mail merge
operation on the current form?

Run Mail Merge

View and Filter Data Records...   Cancel

Print Multiple Forms per Sheet

Once the processing is complete, the compound document will be automatically loaded for viewing. Select "View > Page Display > Two-Up Continuous" from the menu to display multiple cards simultaneously. This is just for better inspection of the document and has no effect on the way this document is going to be printed. Download a sample output PDF document for the above sample CSV data file. All data in this example is fictitious.

Select "File > Print..." from the menu and set the following parameters:

Set "Page Scaling" to "Multiple Pages per Sheet"
Set "Pages per Sheet" to "Custom" and specify number of labels per page (2 by 4 for this example).
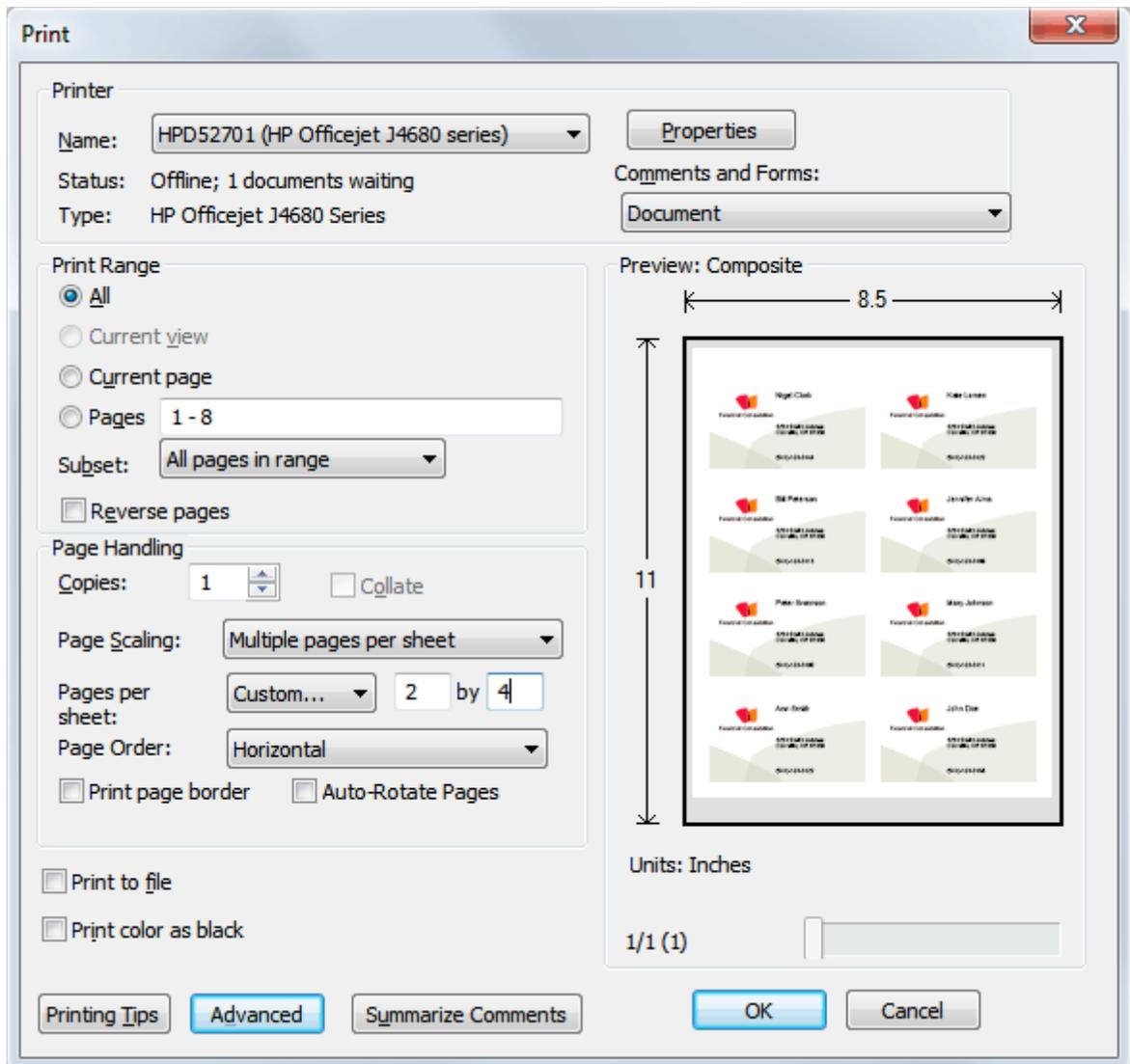
Press "OK" button to start printing.

The advantage of this method is that you can print any number of labels per sheet on any paper size. Visit https://www.evermap.com/AutoMailMerge.asp for more information about AutoMailMerge for Adobe Acrobat.