**Extract from October 2024 Newsletter**
**How to Make Picture Labels for Practically Free**
**Follow up to Septembers 'Preparing Your Plant Donations' for the Annual Auction** *By Bob Travers*

Between these two pictures below left and center, which plant would *you* like to purchase? Picture on the right is a closeup of the picture label and text.



They are actually both the same plant, with an informative picture label added to the one on the right. It is Paphiopedilum Harrisianum, a historic cross. It is the first registered Paphiopedilum done in 1869.

This article covers two areas of interest: a little bit on management of your orchid collection, discussing the advantages of keeping a digital log of the orchids in your collection and then stepping through tools available for making picture labels.
**Collection management:** Start a **Collection Log in Excel** or another spread sheet tool. Original labels will fade, break, or get lost. Use your imagination for data columns. Some core columns could include a unique identifier for each plant, Genera, Species or Hybrid, Plant name, Parents, Where and when obtained, Notes, etc., until it's more than you want to maintain.
Take **digital photos of your orchids in bloom and save them to your computer**. **Make the picture file name to be the name of your plant.** Now that you have an Excel File Log you can cut and paste the name. You could also look up web photos of your plant if you haven't bloomed it yet to know what it should look like. Download a picture and save with the same naming convention.
**What you need for Label Making** Your computer, Color Printer, Excel File for Mail Merge of the plants you want to label, Printer Paper, Clear Packing tape, Set up an Avery Labels account, it's **FREE. It has a built-in design tool.**
**STEPS**
1. Create a separate Excel File for the plants you want make labels for.  You will need one record for each label. If you have 10 of the same plant, you need 10 records. Copy data from your collection Log File you may not want all the columns.
2. Create a folder for the labels you want to make. Move your excel file here. Then move a copy of each picture you want to use to this folder.
3. Create Avery account Remember your password.
4. Log in and go to your projects select **start a new project.**
5. Select a label Size. For picture labels I like a 2X4 label. This gives you 10 per sheet. Select any 2x4 template then select **Blank vertical** presentation easier to view and edit.
6. Stay in **Edit all** at this point.
7. **Add image** for your first label. It will go to all labels but don't worry it's easy to replace. Place the picture at the top of the label and adjust orientation and size to fit inside safe zone.
8. Select **Import Data Mail Merge.** Then **Start Import/Merge.  Computer Browse for file.** Select the file from your computer. Follow Avery Step by step instructions. **Deselect** the columns and rows you don't want to import then **import**. Next you will arrange the data. Which column data do you want in what sequence for each row on the label.
9. While still in **Edit All Select** the text for your plant name and then **Bold** that text
10. You should now have individual labels for each line of your Excel file with all the same picture, and multiple pages to accommodate the labels you are creating.
11. Now **change to Edit One**
12. This opens on the first label. The picture should be what you want. Are you satisfied with the text. Click in the text and the text box is revealed and you have several options to edit the text. Once satisfied go to the next label. Click on the picture and you will see the option to **replace picture**. **Browse for file** in the folder for this project. **Select** the correct picture file and **open**. It will now appear in your label. You may need to adjust size or orientation.
13. Proceed through each label until done.
14. **Save your project to your Avery Account**.

15. Move to **Preview and Print**. Look at any warning. If you print on paper don't worry Continue on.
16. **Select print yourself**. Then select **get PDF**. Then download to your computer project folder with excel sheet and pictures.
17. Lastly print. **Use your printer dialogue to Print** set to finest print you can for picture quality. Look at your printer instructions. Laser is different from Inkjet.
18. I print with **high quality white paper** and then cut the individual label. Over cover the label with **clear Packing Tape** and trim. Determine what you want to use to put in the pot, a label stick, wire, bamboo stick or popsicle stick. Use your imagination.
19. If you want to use an Avery Label, make sure you buy labels identified as Durable, Weatherproof, or Chemical Resistant these will resist peeling and are waterproof. However, it is not free.

The file will support multiple other capabilities of which label making is only one.
Monthly **Show Table Entry forms**. MOS web fillable PDF download. Joel will thank you.
**http://www.marylandorchids.org/ShowTableEntryForm.pdf**
Tracking your show table entries over the year
Compiling list of plant donations to auction, MOS web download **https://marylandorchids.org/MOSDonations.pdf**
you will need to attach an Excel list.

Maria Zickhur will present 'Photography of Orchids' at the MOS Meeting education corner this month October 2024. I would suggest for your file's, good pictures of the full plant as well as good close-up pictures of the bloom. Remember to name your files with the plants name.