MAIL MERGE

Creating Labels Using Mail Merge in MS Word 2007

You will use an Excel Spreadsheet as your data source or create one in Excel.

a. If you were given or have an Excel database saved then you can start your Mail Merge in Word 2007 OR

b. Setting up a data source in Excel

Today's Workshop: Creating an Excel spreadsheet and then using Word to create labels for a Mail Merge
Open an Excel spreadsheet and start entering data in the rows and columns.
When finished entering the data, **Name this excel spreadsheet and save on the desktop.**

Title	First Name	Last Name	Address	City	State	Postal Code
Mr.	Alan	Smith	1234 Maple Ave	Flushing	N.Y.	11367
Ms.	Annie	Black	5678 Oak St.	Flushing	N.Y.	11367
Mr.	Mark	Apple	56-11 Clover Dr.	Los Angeles	CA	90211
Mr.	Elliot	Stevens	23-01 Hillside Ave	Jamaica	N.Y.	11369
Ms.	Mary	Higgins	15-36 65th Ave	San Diego	CA	90234
Ms.	Samantha	Hart	18 Willow Dr.	Los Angeles	CA	90288

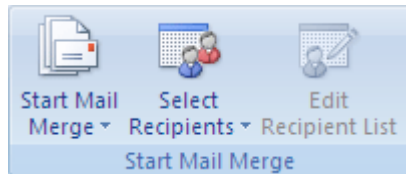**Y**ou can start your mail merge in Word 2007
Open Word 2007 and start at the Ribbon
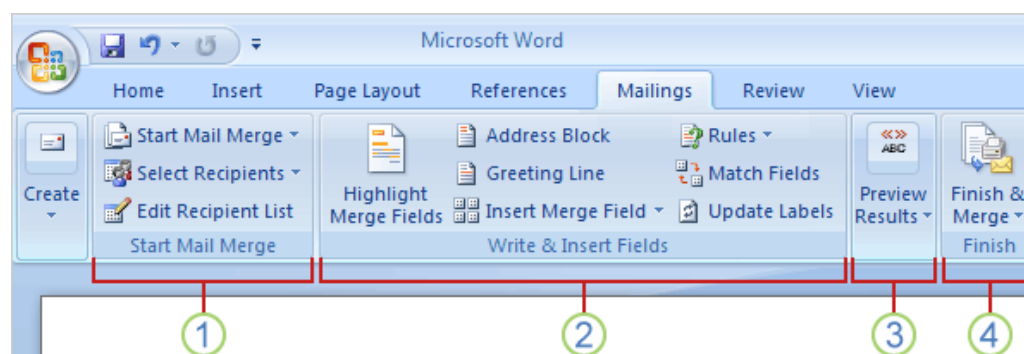
Select **Mailings Tab** on the Ribbon (the commands you will use are on this Mailings Tab in these 4 groups)

1. In the **Start Mail Merge Group**- This is the beginning point where you pick a document type, in this case a label.

   a) **Click Start Mail Merge** Button-Select the Drop down arrow and select **Labels**.
   b) **Label Options Box** opens (Label options (Avery 5160) and click OK.
   c) **Click Select Recipients Button** –scroll down and choose **Use Existing List**
   d) **Select Data Source Box opens**-choose where you have your Excel Spreadsheet saved and click **Open**
   e) **Select Table Box** opens and click OK.
   f) **Click Edit Recipient List Button-Mail Merge Recipients List opens**-this is your list of recipients and where you can do your editing. (alphabetize, add or delete names) Click OK when done.

2. **In the Write and Insert Fields Group**- Is where you can insert the merge fields, Match fields, and use Rules to perform actions in your list.
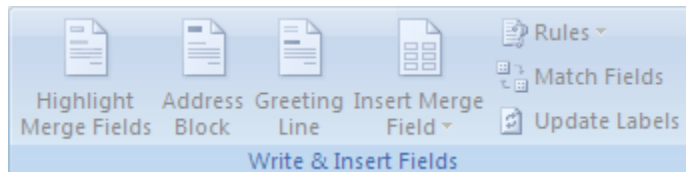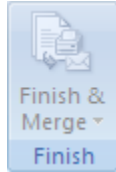
   a) **Click Address Block** Button-Insert Address Block opens and you can preview from your recipients list and **add in Match Fields** (Mr/Ms -Title) and click OK.
   b) **Click on Update Labels Selection-VERY Important Step**

3. **In the Preview Results Group**
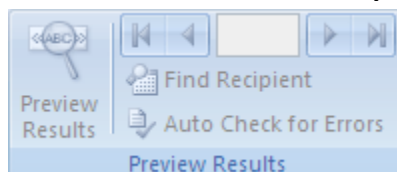
   a) **Click on Preview Results Button**- You now see your labels in a merged document.

4. **In the Finish Group**

a) Click on Finish and Merge Button
b) Select **Print Document**. Print ready to print your labels
c) **Merge to Printer** box opens, select OK
d) **Print Box** opens, select your printer, select OK (merge is complete and is printing labels)

Review:

1. Set up the labels. You set up the layout of the labels in Excel for all the labels in the merge. This is the main document.

2. Connect the labels to your address list. This address list is the data source that Word uses in the mail merge. It is your file that contains the addresses to be printed on the labels.

3. Refine the list of recipients. Word generates a label for each address in your mailing list. If you want to generate labels for only certain addresses in your list, you can choose which ones to include.

4. Add placeholders, called mail merge fields to the labels. When you do the mail merge, the mail merge fields are filled with information from your address list.

5. Preview and complete the merge. You can preview each label before you print the whole set.