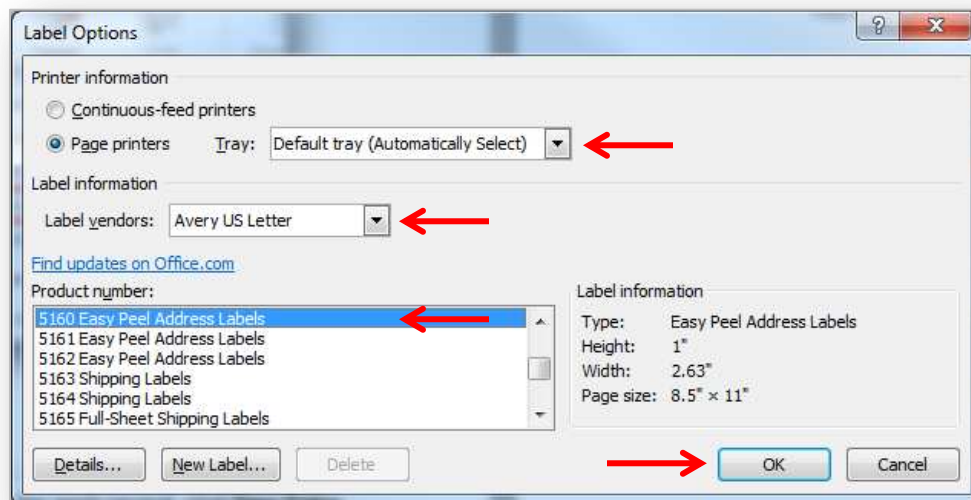


Word 2010: Mail Merge Labels

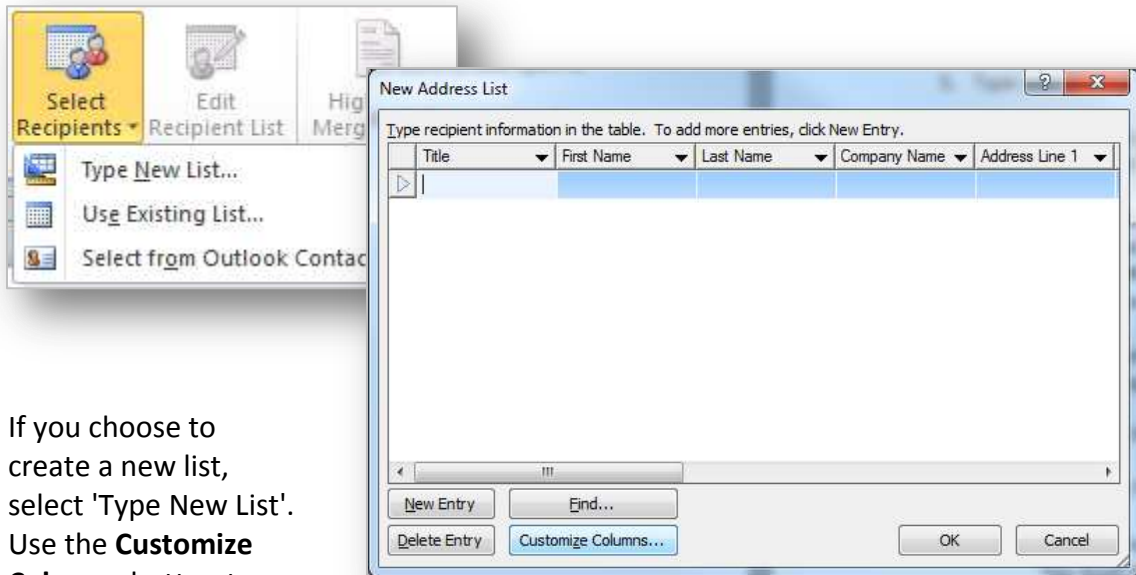
1. If you want to create a new main document, you can use the blank document on the screen or click New on the Home Ribbon.
2. On the Mailings tab, click **Start Mail Merge**, then choose Labels.



3. On the Label Options dialog box, choose the printer tray and type of labels you will be printing. Click Ok.



4. Next click **Select Recipients**:



If you choose to create a new list, select 'Type New List'. Use the **Customize Columns** button to add or remove fields.

Type in the information for each record, click **New Entry** to add additional records or just hit Tab to create a new record. When done, click **OK**. Give your data file a name, click **Save**, then **OK**.

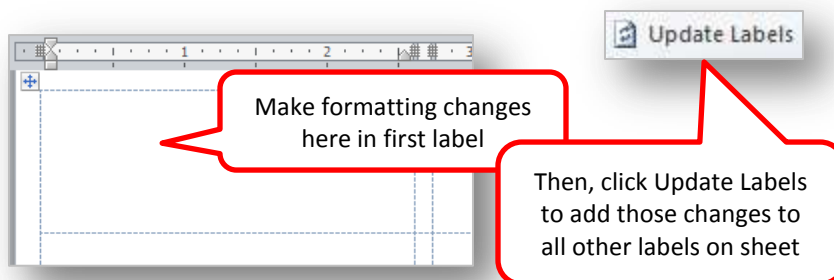
If selecting a list you already have, click 'Use Existing List', find the data file and click **Open**.

*NOTE: if you need to edit the list or exclude records, choose **Edit Recipient List**, click the filename in the lower left, then Edit.*

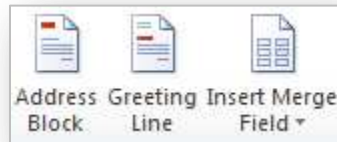


5. Adding fields:

*NOTE: When adding fields for your labels, add them only to the first label and make all the necessary formatting. Once you have the layout of your label, click **Update Labels**. This will copy the formatted fields to the rest of the sheet.*



Use **Address Block**, **Greeting Line**, or just **Insert Merge Field** for adding the field you want to have merged onto the labels.



Insert Merge Field is a two part button.

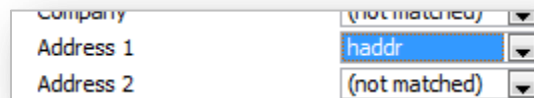
The top part will open a window to show field names. Click on the field name, then **Insert** and **Close**. Add spaces or returns, then repeat this procedure to continue adding fields.



The bottom part gives you a drop-down list of field names.

Click the field name, add your spaces or returns, then repeat this procedure to continue adding fields.

6. Match up special fields with **Match Fields** or set up rules with **Rules** button.
 - **Match Fields** is used if you have a datafile with unique field names that are not typical of what outlook would use as contact fields. Example: You have *haddr* as a user's Home Address field. Word understands *address*. Use Match Fields to match up your field to the Address field.



- **Rules** are used to for tests or to resolve expressions during the merge. For example, use IF-Then to test if a zip code is a NJ zip code with the leading zero.
7. **Preview Results:** This allows you to preview the first sheet of labels or step through each merged label.

*NOTE: Printing while in **Preview Results** will result in only one page being printed. You must do **Finish & Merge** to get full results of merge.*

8. Complete the merge by clicking **Finish & Merge**, then 'Edit Individual Documents' or 'Print Documents'.