Creating Mailing Labels in Microsoft Word

Address data in a Microsoft Excel file can be turned into mailing labels in Microsoft Word through a mail merge process. First, obtain or create an Excel spreadsheet with the address data. Second, a label template must be set up in Word. Third, using the template, create labels containing the address data from Excel.

To create labels in Word 2003:

Set up the label template

1. In Microsoft Word, go to Tools > Letters and Mailings > Mail Merge



- 2. In the Mail Merge window, click Labels
- 3. At the bottom of the Mail Merge window, click Next: Starting Document
- 4. Under Change Document Layout, click Label options





Mail Merge Creating Mailing Labels

- 5. In the Label Options window, adjust the settings to match your printer and label sheets for the following:
 - type of printer
 - name of the label company
 - product number of the label sheets
- 6. Click OK

Printer information O Dot matrix Laser and ink jet Tray: Default tray (Automatically Sel Label information Label products: Avery standard Product number: Label information 5927 - Return Address ~ 5930 - Address Type: Address 5931 Face - CD Label 1" Height: 5931 Spine - CD Label Width: 2.63" 5932 - Address Page size: Letter (8 1/2 x 11 in) 5961 - Address Details... New Label... Delete **OK** Cancel Table Window Help

Label Options

Word will use these settings to create a label template. You may need to go to **Table** > **Show Gridlines** to see the structure.

Connect to the recipients

- 7. At the bottom of the Mail Merge window, click Next: Select recipients
- 8. In the Mail Merge window, under Select recipients, select **Use an existing list**
- 9. Under Use an existing list, click Browse

Mail	Merge
(چ	🐵 👗]
Selec	t recipients
۲	Use an existing list
0	Select from Outlook contacts
0	Type a new list
Use a	an existing list
Use	names and addresses from a file or a database.
	Browse

Draw Table

Convert

Formula... Show Gridlines

<u>S</u>ort...

1

2

×

.

Mail Merge Creating Mailing Labels

- 10. In the Select Data Source dialog box, locate and select the Excel spreadsheet
- 11. Click Open



- 13. Check First row of data contains column headers
- 14. Click OK
- 15. In the Mail Merge Recipients window that appears, you may edit the recipient list; when you are satisfied, click **OK**

? 🗙 Look in: 🕑 Desktop 🔄 🕲 • 💷 | 🔍 🗙 📁 🔢 • Tools • My Documents B My Computer Desktop H P My Documents R.E Compute A My Recent Documents File name: $\mathbf{\sim}$ New Source ... Open ly Network Files of type: All Data Sources (*.odc; *.mdb; *.mde, Places Cancel

Name	Description	Modified	Created
HWS_SENIOR_PARENTS\$		3/21/2011 4:43:13 PM	3/21/2011 4:
HWS_SENIOR_PARENTS\$_		3/21/2011 4:43:13 PM	3/21/2011 4:
HWS_SENIOR_PARENTS\$Print_Title	s	3/21/2011 4:43:13 PM	3/21/2011 4:
- 1P			

16. At the bottom of the mail merge window, click Next: Arrange your labels

Add placeholders, called mail merge fields, to the labels

Using the column names from the Excel spreadsheet, position the address fields on the label.

Note: When you insert a mail merge field into the label document, the field name is always surrounded by chevrons (« »). These chevrons do not appear on the final labels.

- 17. On the page of labels, click on the top line in the first label
- 18. In the mail merge window, click More items



Mail Merge Creating Mailing Labels

19. In the items window, click Match Fields



- 20. In the Match Fields window, for each field to include, select the **matching Excel column name** from the dropdown menu
- 21.Click OK

(not matched)		
1 1 1 1 1		
(not matched)		
Salutation		
(not matched)		
Address 1	-	
City		
State		
Postal		
(not matched)		
	36	
(not matched)		
(not matched)	100	
	Salutation (not matched) Address 1 City State Postal (not matched) (not matched)	

Match Fields

- 22. In the Insert Merge Field window, click the **first field to insert**
- 23. Click Insert

The field will be placed on the label line clicked in Step 17.

- 24. In the Insert Merge Field window, continue to add fields until the label is complete
- 25. In the Insert Merge Field window, click Close

26. On the page of labels, in the first label where the fields have been added, enter line breaks, commas, spaces, etc. until the label is formatted correctly

27. When the first label is complete, in the Mail Merge window, under Replicate Labels, click **Update all labels**

The content of the first label is replicated to all the other labels.



Insert:

Fields:

Insert Merge Field

O Address Fields

Student First Name

Student Last Name



More items...

When you have finished arranging your label, click Next. Then you can preview each recipient's label and make any individual changes.

Replicate labels

You can copy the layout of the first label to the other labels on the page by clicking the button below.

Update all labels

Oatabase Fields

Cancel

×

Preview the labels

- 28. In the Mail Merge window, under Replicate Labels, click Next: Preview your labels
 - Page through each label by clicking the Next Record and Previous Record buttons
 - Preview a specific label by clicking Find Recipient

Ma	il Merge
۲	1 🐵 者]
Pre	view your labels
So an	me of the merged labels are previewed here. To preview other label, click one of the following:
I	<< Recipient: 1 >>
1	Find a recipient

Complete the mail merge and print the labels

- 29. In the Mail Merge window, under Replicate Labels, click Next: Compete the merge
- 30. In the Mail Merge window, under Merge, click Print
- 31. Choose whether to print the whole set of labels, only the label that is currently visible, or a subset of the set, which you specify by record number

Merge to Pri	inter		X
Print records	ecord		
O Erom:		<u>T</u> o:	
	OK		Cancel

- 32. Click OK
- 33. On the print dialogue box, adjust the settings as necessary and click **OK**

Save the label template

After creating the mail merge for the labels, it is a good idea to save the original template to use again.

When you save the original template, you also save its connection to the data file. The next time that you open the original template, you will be prompted to choose whether you want the information from the data file to be merged again.

- If you click Yes, the document opens with the information from the first Excel file of recipients merged in
- If you click **No**, the connection between the label template and the Excel spreadsheet is broken; starting at Step 5 above, you can create a new merge using the existing fields but with a different Excel file of recipients