

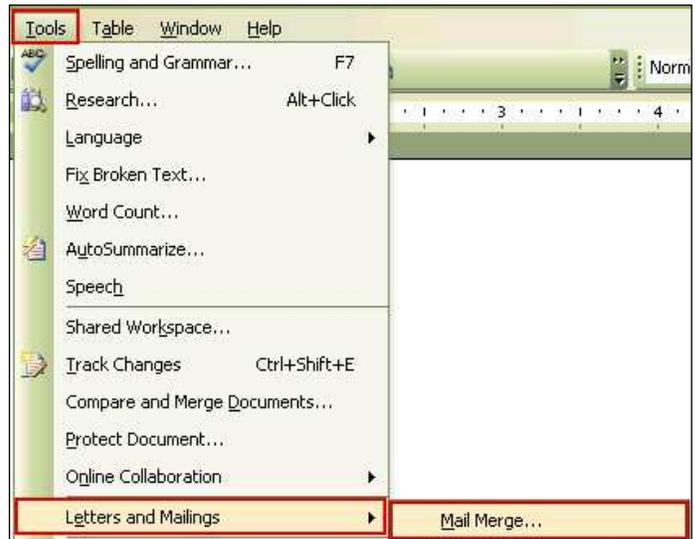
### Creating Mailing Labels in Microsoft Word

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.

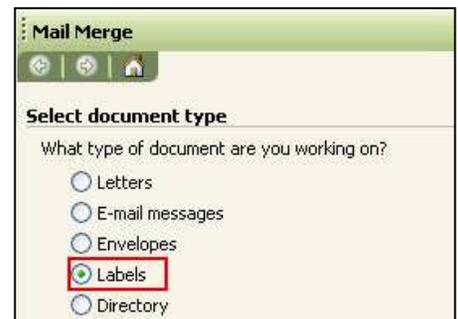
#### To create labels in Word 2003:

##### 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

3/28/2011

- 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
- Click **OK**



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

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



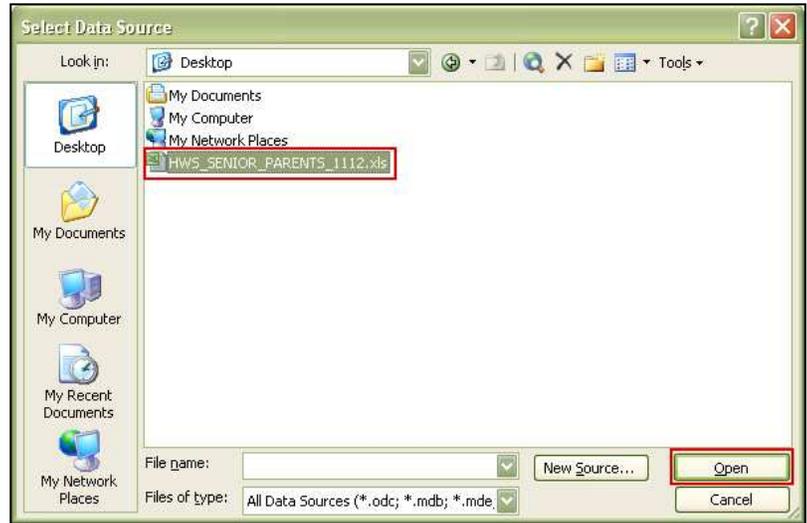
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## Creating Mailing Labels

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10. In the Select Data Source dialog box, locate and select the **Excel spreadsheet**

11. Click **Open**

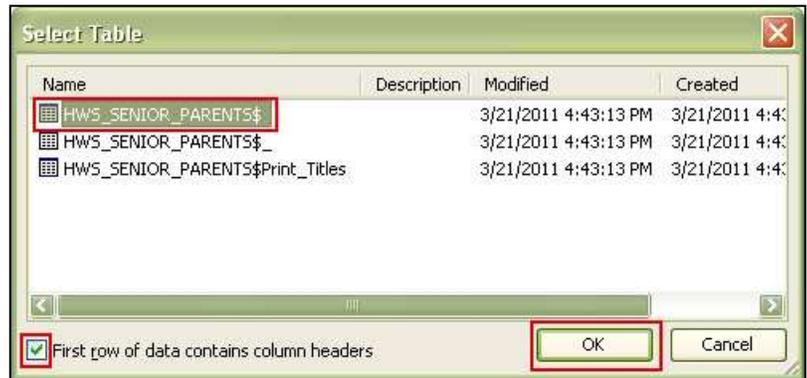


12. In the Select Table window, locate and select the worksheet

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**



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.

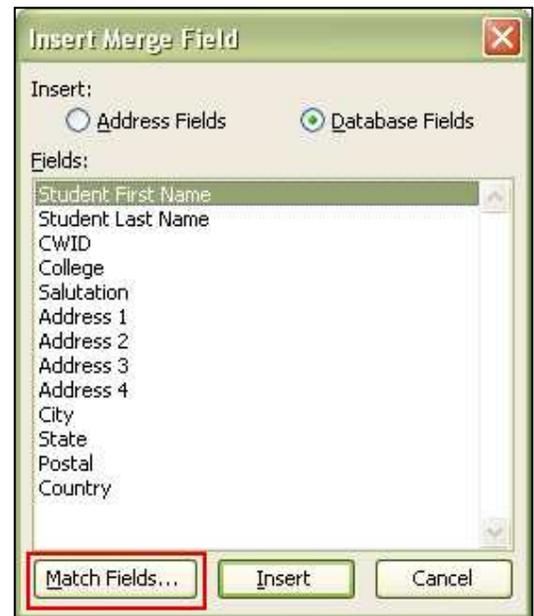
*Note:* When you insert a mail merge field into the label document, the field name is always surrounded by chevrons (« »). These chevrons do not appear on the final labels.

17. On the page of labels, click on the top line in the first label

18. In the mail merge window, click **More items**

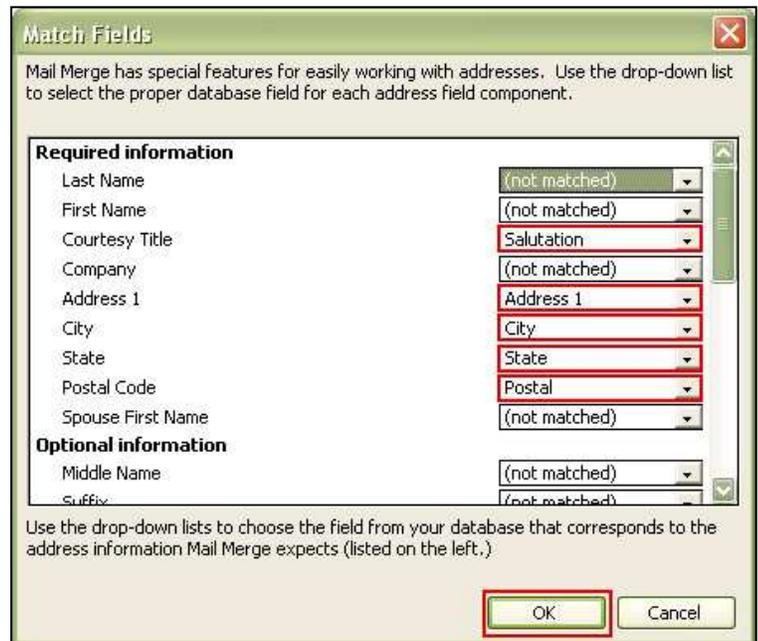


19. In the items window, click **Match Fields**



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

21. Click **OK**



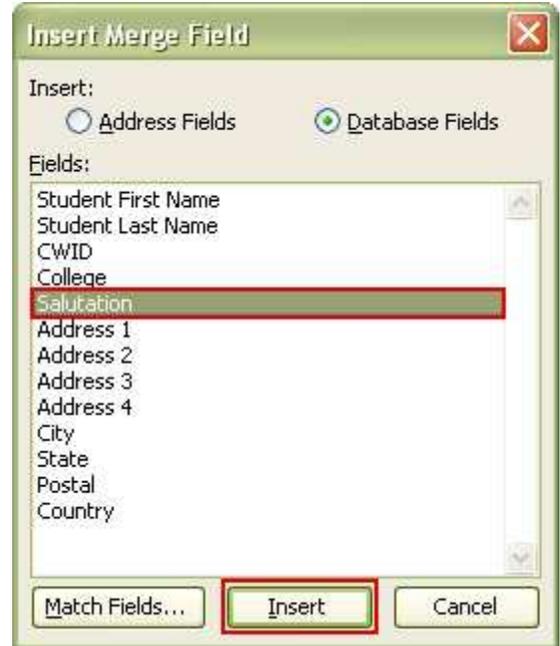
22. In the Insert Merge Field window, click the **first field to insert**

23. Click **Insert**

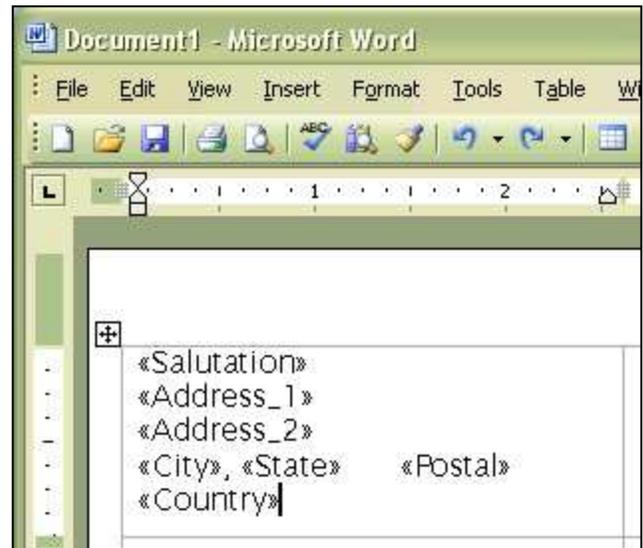
The field will be placed on the label line clicked in Step 17.

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.



### 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**



### Complete the mail merge and print the labels

29. In the Mail Merge window, under Replicate Labels, click **Next: Complete 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
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