

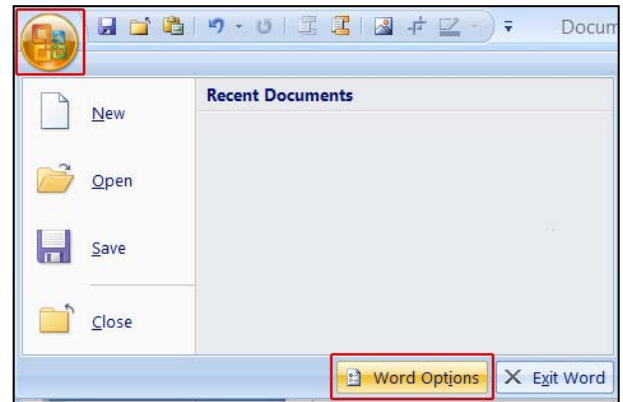
Creating Mailing Labels in Microsoft Word

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.

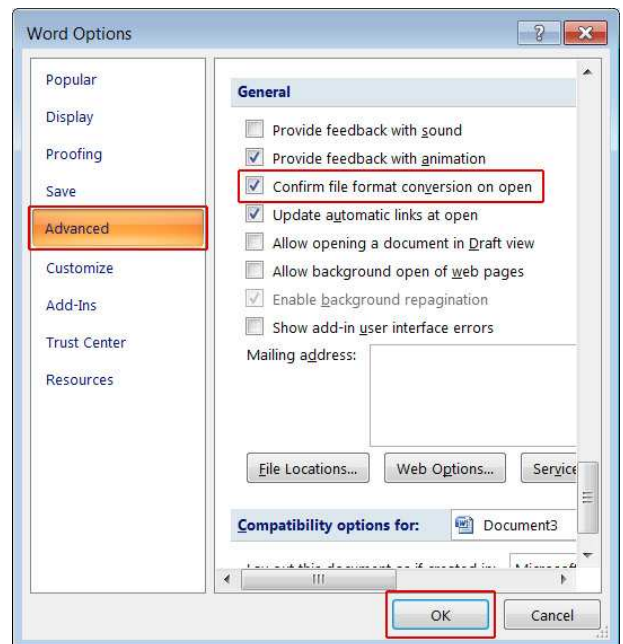
To retain numerical formatting from Excel

This setting will remain after Word is closed, so it will only need to be done once.

1. Launch **Microsoft Word**
2. In Microsoft Word, in the upper left corner, go to the **Microsoft Office Button > Word Options**



3. On the left menu, click **Advanced**
4. Scroll to the **General** section, and check **Confirm file format conversion on open**
5. Click **OK**



Mail Merge

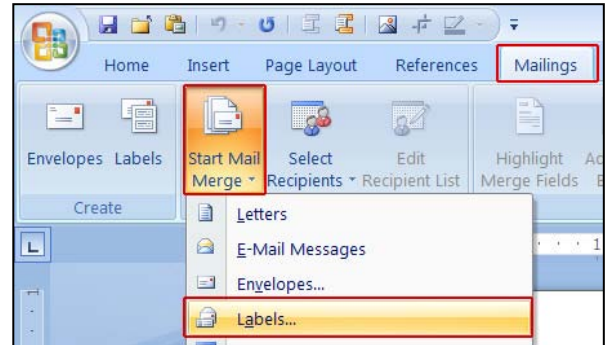
Creating Mailing Labels

3/23/2011

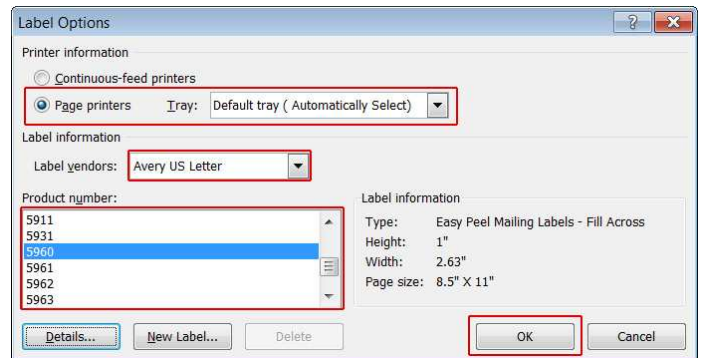
To create labels in Word 2007:

Set up the label template

1. In Microsoft Word, on the Mailings tab, in the Start Mail Merge group, click **Start Mail Merge**
2. Click **Labels**



3. 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
4. Click **OK**

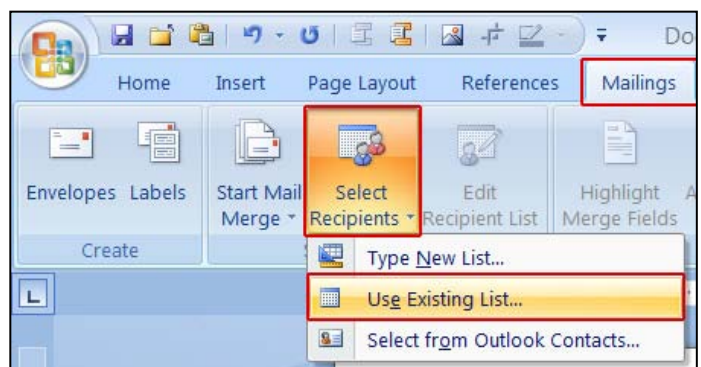


Word will use these settings to create a label template. You may need to go to **Layout > Table > View Gridlines** to see the structure.



Connect to the recipients

5. On the Mailings tab, in the Start Mail Merge group, click **Select Recipients > Use Existing List**

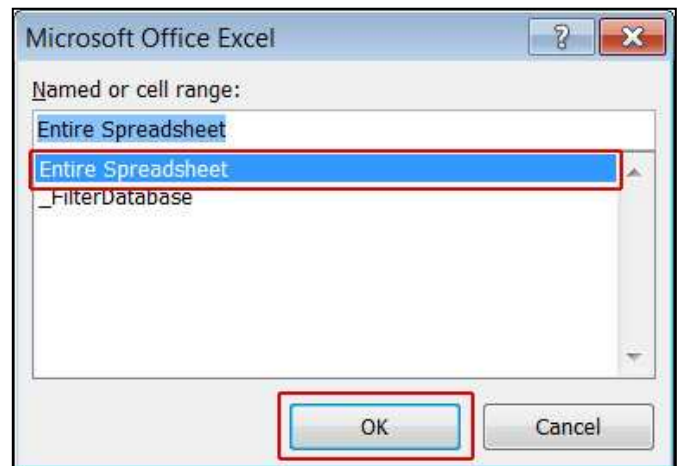
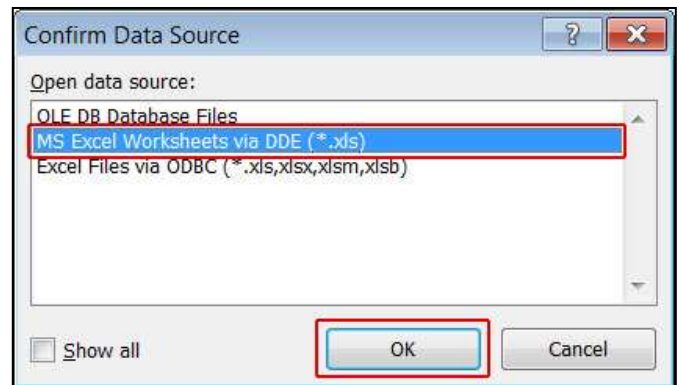
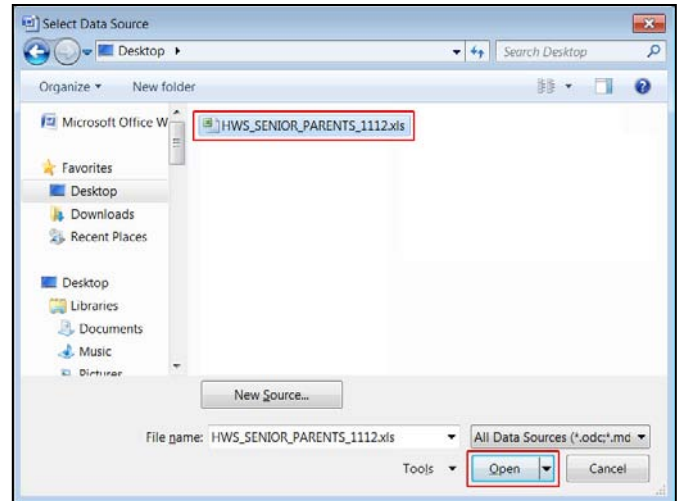


Mail Merge

Creating Mailing Labels

3/23/2011

6. In the Select Data Source dialog box, locate and select the **Excel spreadsheet**
7. Click **Open**
8. In the **Confirm Data Source** dialog box, click **MS Excel Worksheets via DDE (*.xls)**
9. Click **OK**
10. In the Microsoft Office Excel dialog box, for **Named or cell range**, select the cell range or worksheet that contains the information that you want to merge
11. Click **OK**



Add placeholders, called mail merge fields, to the labels

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

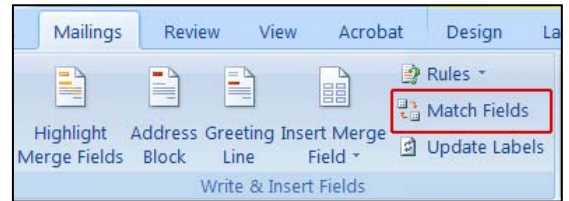
Note: When you insert a mail merge field into the label document, the field name is always surrounded by chevrons (« »). These chevrons do not appear on the final labels.

Mail Merge

Creating Mailing Labels

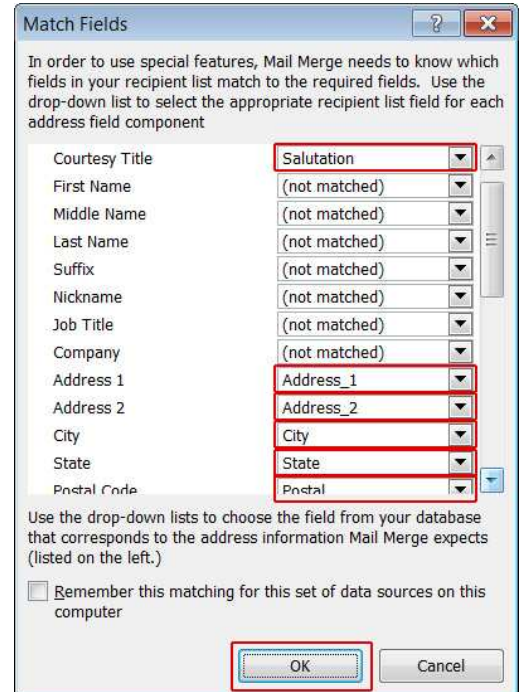
3/23/2011

12. On the Mailings tab, in the Write & Insert Fields group, click **Match Fields**



13. For each field to include, select the **matching Excel column name** from the dropdown menu

14. Click **OK**

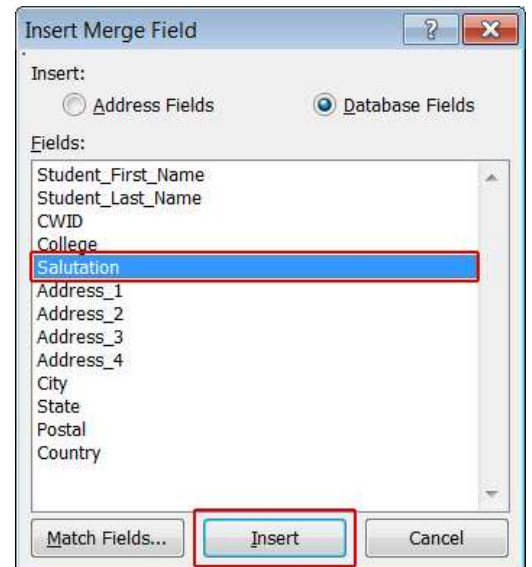


15. In the space for the first label, click on the line where the first field should go

16. On the Mailings tab, in the Write & Insert Fields group, click **Insert Merge Field**

17. Select the **first field to add**

18. Click **Insert**



Mail Merge

Creating Mailing Labels

3/23/2011

19. In the space for the first label, click on the line or space where the next field should go

20. On the Mailings tab, in the Write & Insert Fields group, click the dropdown portion of the **Insert Merge Field** button

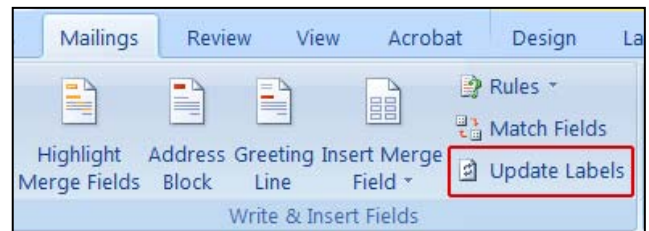
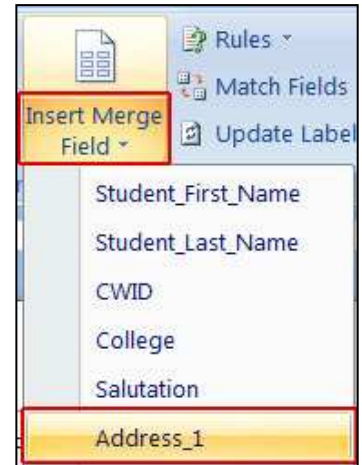
21. **Select the next field to add**

22. **Continue** in this way to add fields until the label is complete

Commas, spaces, and other text may be added by typing them in the correct places.

23. When the first label is complete, in the Write & Insert Fields group, click **Update Labels**

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



Preview the labels

24. On the Mailings tab, in the Preview Results group, click **Preview Results**

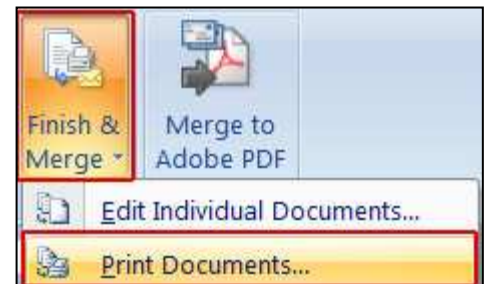
- Page through each label by clicking the **Next Record** and **Previous Record** buttons
- Preview a specific label by clicking **Find Recipient**

Note: In the Start Mail Merge group, click **Edit Recipient List**, which will open the Mail Merge Recipients dialog box, to filter the list or remove certain recipients.



Complete the mail merge and print the labels

25. On the **Mailings** tab, in the **Finish** group, click **Finish & Merge > Print Documents**



Mail Merge

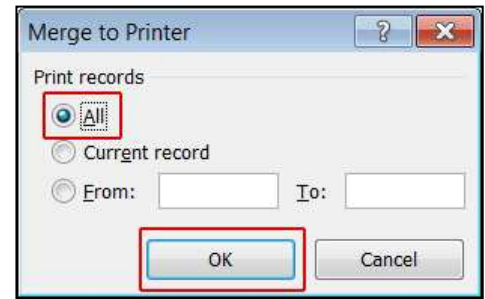
Creating Mailing Labels

3/23/2011

26. 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

27. Click **OK**

28. 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.

29. Go to the Microsoft **Office Button** > **Save**

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