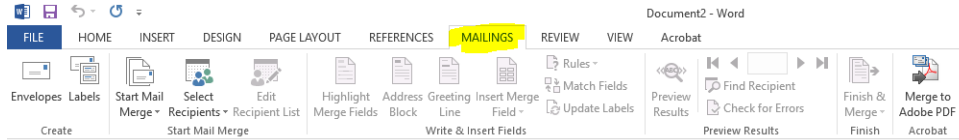


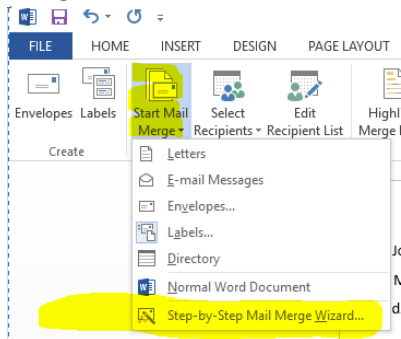
Creating Address labels Using Mail Merge And an Excel Spreadsheet

Using Word 2013 and an Excel spreadsheet.

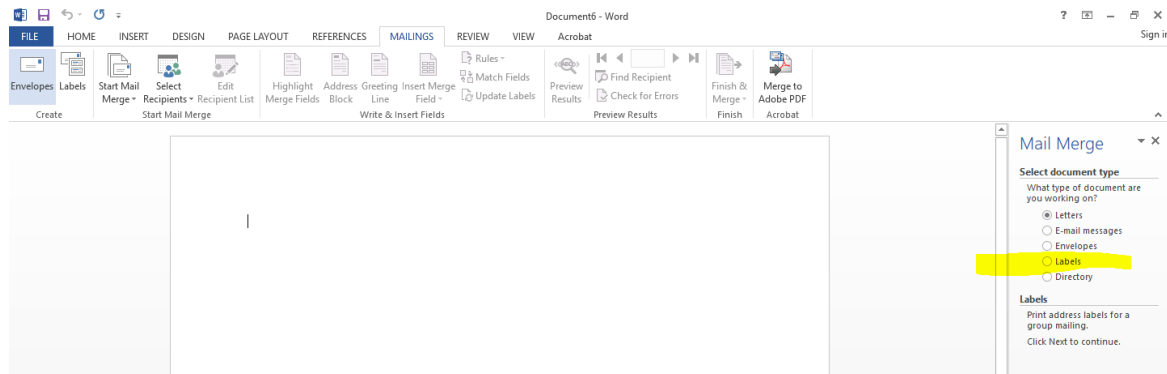
- 1- Open Word and select the “Mailings” tab:



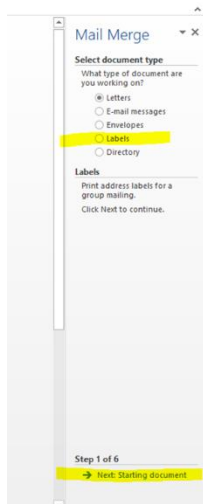
- 2- To use the Mail Merge applet, click on the down arrow next to ‘Start Mail Merge’ and choose ‘Step by Step Mail Merge Wizard’:



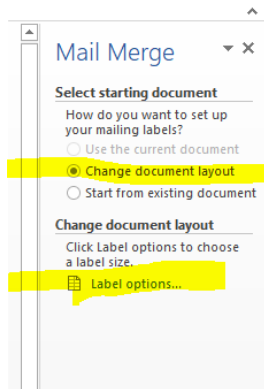
- 3- The Wizard Steps show up in a column at the right of the Word document. Step 1 is to choose ‘Labels’ from the list:



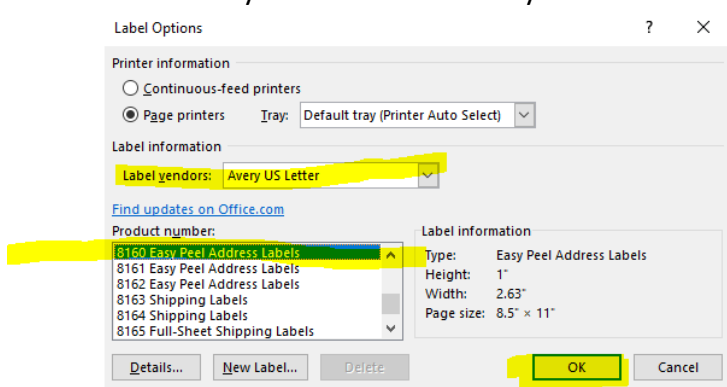
- 4- To continue to Step 2, look at the very bottom on the Wizard Column and click ‘Next: Starting Document’: under Step 1 of 6.



- 5- Step 2 asks two questions about your labels: we will choose ‘change document layout’ (presently it’s a standard Word document format) and then we will click on ‘Label Options’ to choose the correct label.

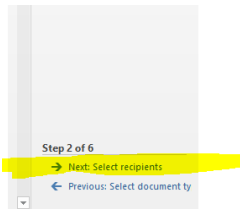


- 6- In the ‘Label Options’ pop up box, click the down arrow to choose the Label vendor of your labels. Mine will be ‘Avery US Letter’ and ‘Avery 8160’.

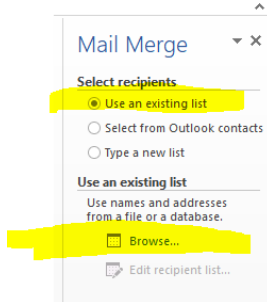


- 7- The Printer information at the top is asking what kind of ‘feed’ your printer uses. Most printers, these days, are ‘Page printers’, meaning they print one page at a time. That’s Step 2.

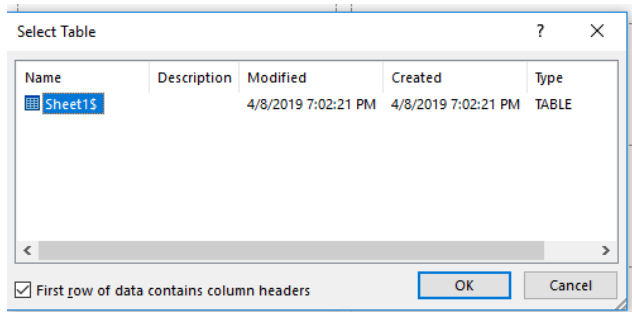
- 8- Click “Next: Select recipients”.



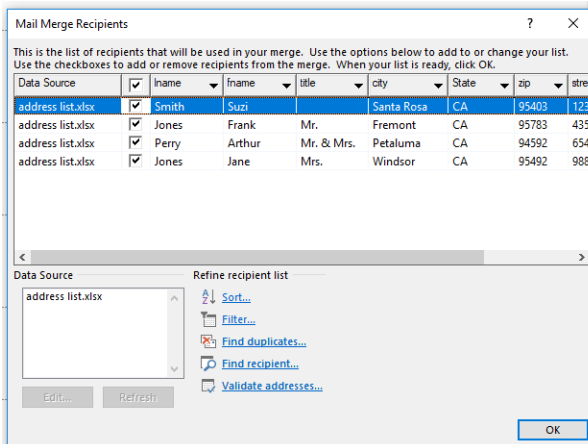
9- We will choose: “Use an existing list” and “Browse”:



10- Browse to the location of your file and double click to open:



11- Select the Table from your Spreadsheet. Usually the correct table is selected (above) and a checkmark is in the box “First row of data contains column headers”. If your spreadsheet first row does NOT contain headers, then UNCHECK that box. Click ‘OK’.



12- ***Continue from #13 in Creating Mailing Address Labels Document.