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:

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_								2000	Rules *	Fields	~@)	Find Recipient	M	*		
Envelopes	Labels	Start Mail Merge *	Select Recipients *	Edit Recipient List	Highlight Merge Fields	Address Block	Greeting Line	Insert Merge Field -	D Update	e Labels	Preview Results	Check for Errors		Finish & Merge *	Merge to Adobe PDF	
Creat	te	,	Start Mail Me	rge	,		Write & In	sert Fields				Preview Results		Finish	Acrobat	

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:

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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".

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	Step 2 of 6	
	Next: Select recipients	
	Previous: Select document ty	
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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'.

Mail Merge Recipier	nts						?	×			
This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.											
Data Source	~	Iname		title 🚽	city 🗸	- State	▼ zip ▼	✓ stre			
address list.xlsx	•	Smith	Suzi		Santa Rosa	CA	95403	123			
address list.xlsx	~	Jones	Frank	Mr.	Fremont	CA	95783	435			
address list.xlsx	~	Perry	Arthur	Mr. & Mrs.	Petaluma	CA	94592	654			
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address list.xlsx		~	A↓ Sort								
			Filter								
	Find duplicates										
	Find recipient										
Edit	Refres	ih	Validate addr	esses							
		Ok									

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