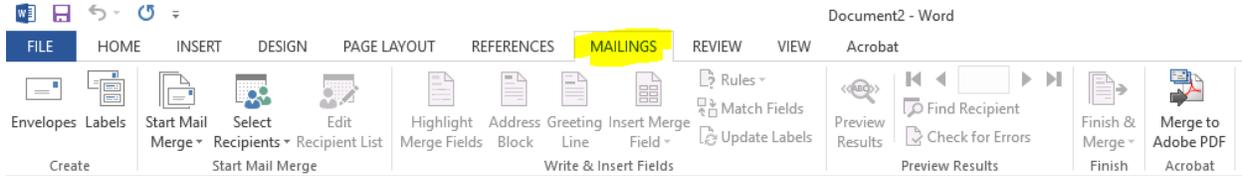


Creating Mailing Address Labels

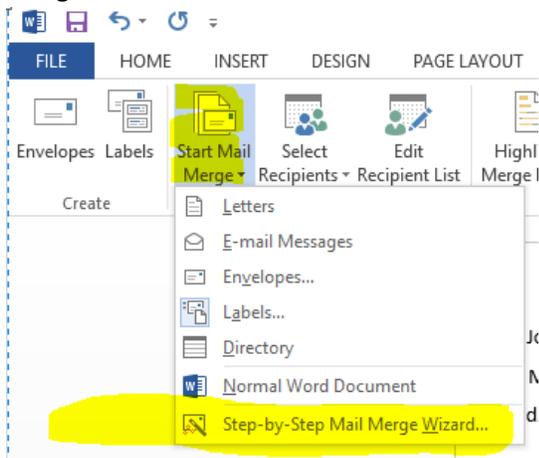
Using Mail Merge

Using Word 2013 And Avery Labels 8160. There are 30 labels per sheets, 1" x 2 $\frac{5}{8}$ ".

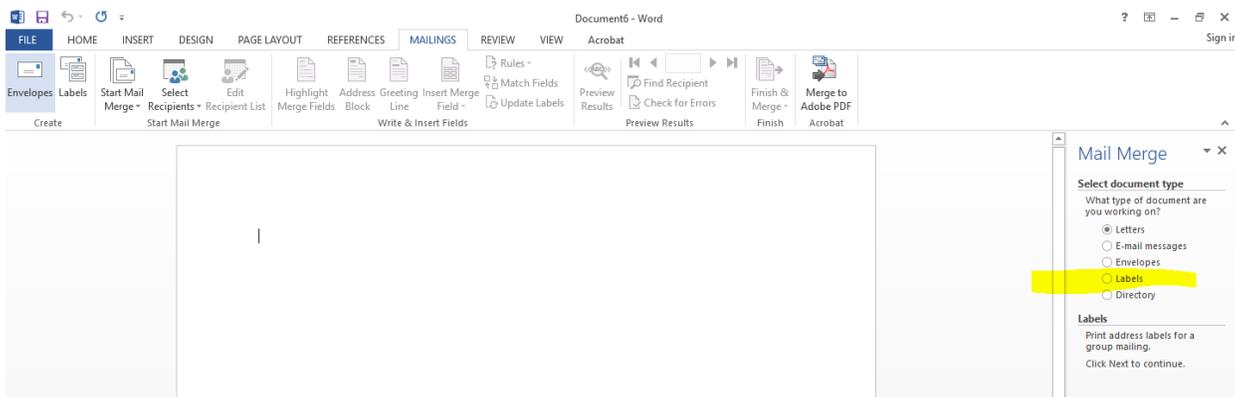
- 1- Open Word and select the "Mailings" tab:



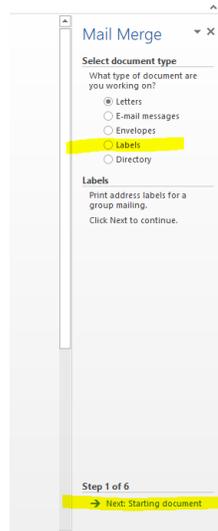
- 2- To use the Mail Merge applet, click on the down arrow next to 'Start Mail Merge' and choose 'Step by Step Mail Merge Wizard':



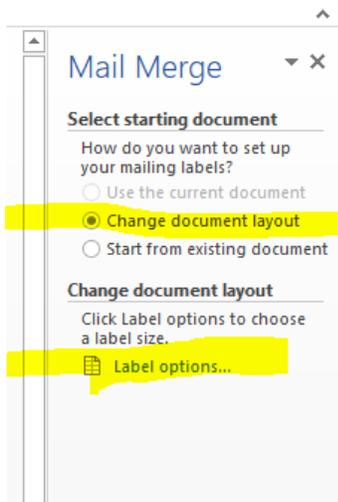
- 3- The Wizard Steps show up in a column at the right of the Word document. Step 1 is to choose 'Labels' from the list:



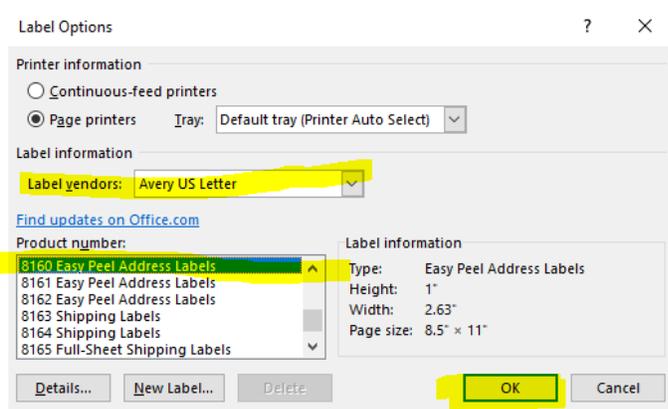
- 4- To continue to Step 2, look at the very bottom on the Wizard Column and click 'Next: Starting Document': under Step 1 of 6.



- 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.

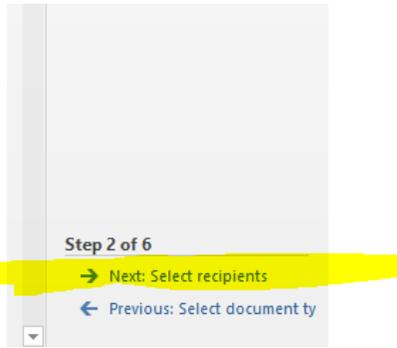


- 6- In the 'Label Options' pop up box, click the down arrow to choose the Label vendor of your labels. Mine will be 'Avery US Letter' and 'Avery 8160'.

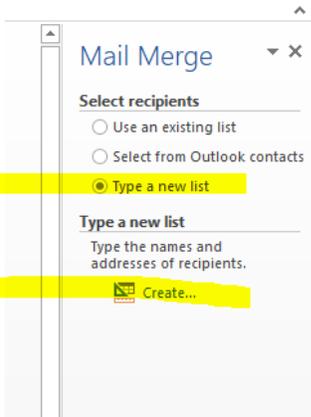


- 7- The Printer information at the top is asking what kind of 'feed' your printer uses. Most printers, these days, are 'Page printers', meaning they print one page at a time. That's Step 2.

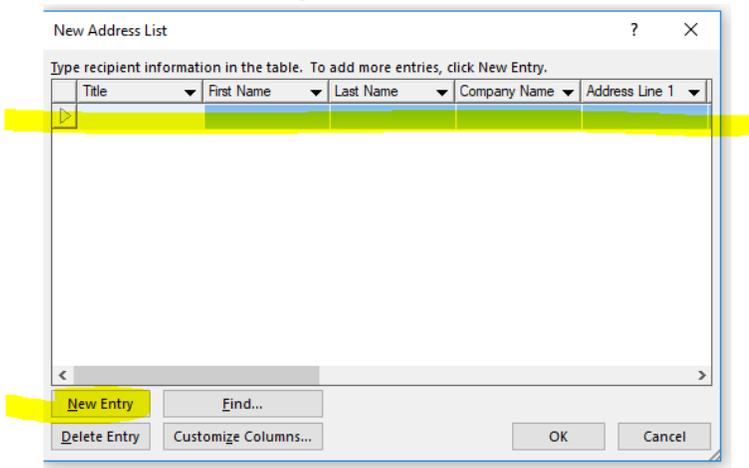
8- Click “Next: Select recipients”.



9- For our purposes, we will choose: “Type a new list” and “Create”:



10- We will be creating our list directly within the popup box: We will type directly into each field, then ‘tab’ over to the next field filling out our names and address information. To add names, we will click on ‘New Entry’.



New Address List ? X

Type recipient information in the table. To add more entries, click New Entry.

Address Line 1	Address Line 2	City	State	ZIP Code
123 Main Street		Windsor	CA	95492

< >

New Entry Find...
Delete Entry Customize Columns... OK Cancel

New Address List ? X

Type recipient information in the table. To add more entries, click New Entry.

Title	First Name	Last Name	Company Name	Address Line 1
Mr.	Joe	Hall		123 Main Street
Ms.	Suzi	Jones		

< >

New Entry Find...
Delete Entry Customize Columns... OK Cancel

11- Tab through any fields you will not use. Click 'OK' when finished.

New Address List ? X

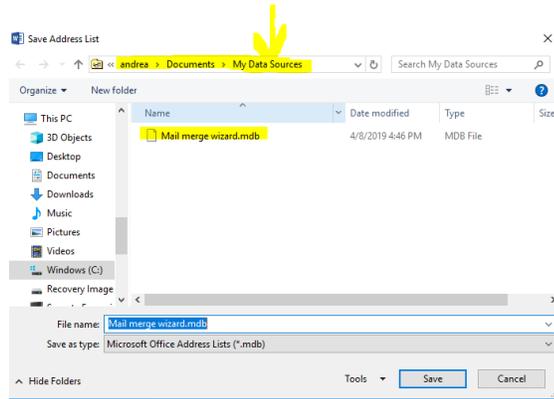
Type recipient information in the table. To add more entries, click New Entry.

Address Line 1	Address Line 2	City	State	ZIP Code
123 Main Street		Windsor	CA	95492
456 Main Street		Windsor	CA	95492
789 Main Street		Windsor	CA	95492

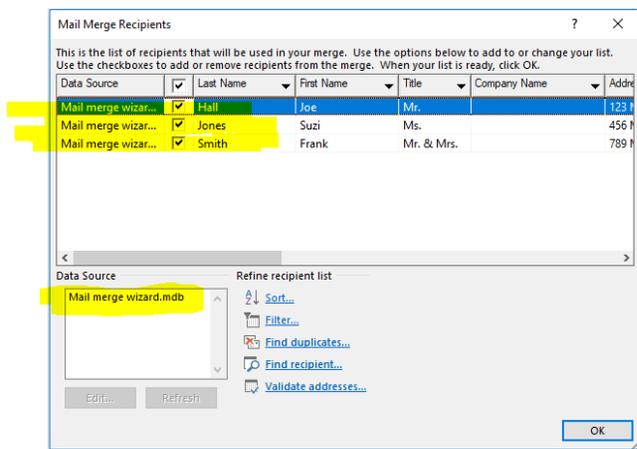
< >

New Entry Find...
Delete Entry Customize Columns... OK Cancel

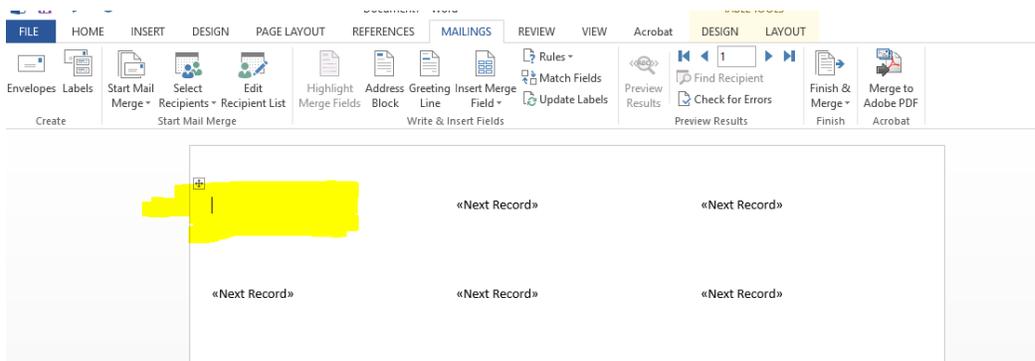
12- Once you have finished your list and click ok, you will be asked to save your list. Be sure to note the location of your list!



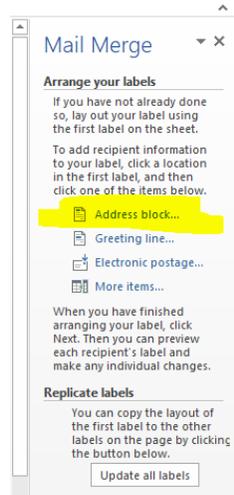
13- After you save your list, a popup box appears showing your list and the name of the file it is using as the data source. Each name that has a ✓ will be included in the merge. You can uncheck any. This is the end of Step 3. (**continue from here if you are using an excel spreadsheet)



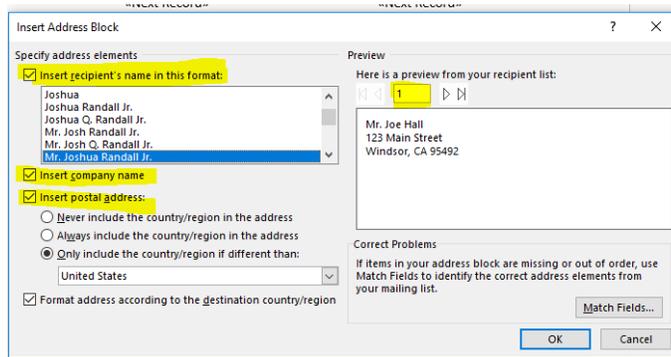
14- In Step 4, you will arrange your label. Notice the cursor is in the first label location (upper left hand corner in the first column).



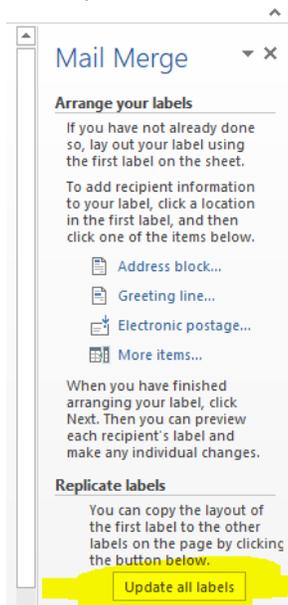
15- In the Mail Merge Wizard column, we will choose "Address Block..." as the template for arranging our labels.



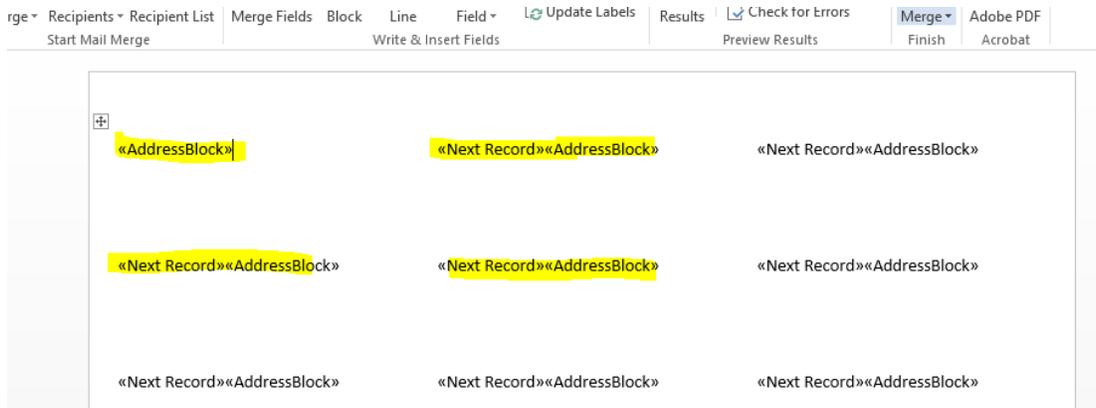
16- In the 'Insert Address Block' popup box, you can customize how your labels will look by choosing which format you would like the recipient's name to be on the label. Click on the choices and see the results in the Preview box. You can Preview each recipient by clicking on the forward arrow  in the preview box. Click 'OK' when you have finished.



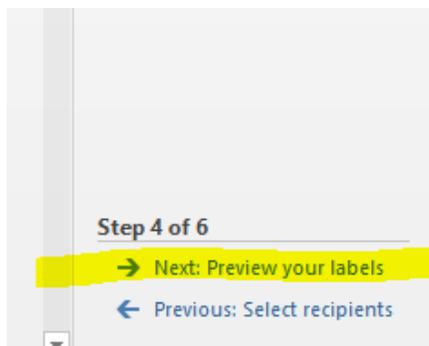
17- Once you have the layout of your label set, you must update all the "record" locations on the label sheet with this 'address block' layout information. Click on "Update all labels".



18- Once you have “Updated all labels”, you will notice your document has “Address Block” added to each address label location. This is the end of Step 4.

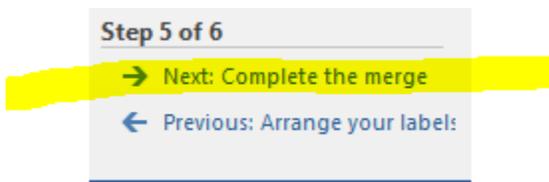


19- Click on “Next: Preview your labels”.

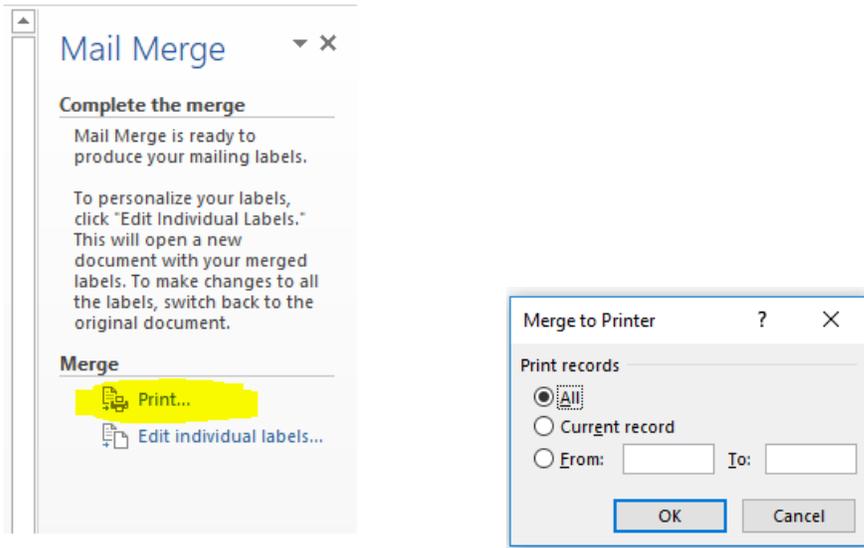


20- Your addresses should appear on your label document. This is the end of Step 5. In the Mail Merge Wizard Column, click on Next: Complete the Merge, the final step, Step 6.

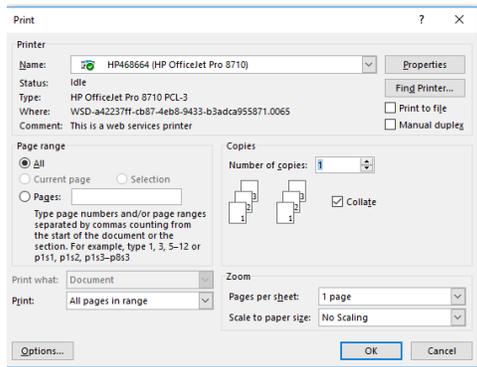
Mr. Joe Hall 123 Main Street Windsor, CA 95492	Ms. Suzi Jones 456 Main Street Windsor, CA 95492	Mr. & Mrs. Frank Smith 789 Main Street Windsor, CA 95492
--	--	--



21- Here you can print your labels or edit your labels. When you click on “Print...”, the “Merge to Printer” popup box appears. You can choose to print all records or some.

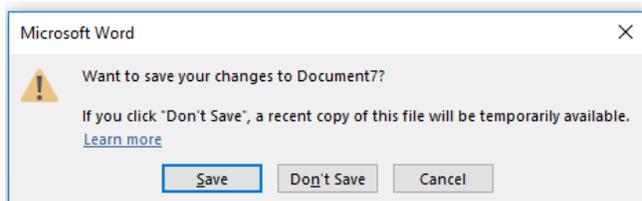


22- You must now put your Address Label sheet♦♦♦ in your printer. When you click 'OK' on the 'Merge to Printer' box, the printer box will appear . Choose your printer and click 'OK'.

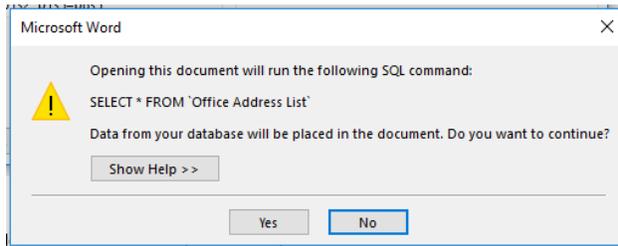


♦♦♦ One cautionary note: Be sure to place the Address labels correctly into the printer. This means you need to know which side of the paper your printer prints on, the top of the sheet or the bottom. To check which side your printer prints on, take a sheet of paper and write 'top' on it. Place it in your printer with the word 'top' facing up (you). Print a test page. Which side was printed on? That is the side your printer will print on the Address label sheet! Insert the Address Label sheet accordingly.

23- When you close the Word document, it will ask if you want to save the document. Click to 'Save'.



24- When you try to open the document you saved above (#23), you will get a popup box. This document has data connected to it which has been saved in a different document. That list you typed up in this Mail Merge is the separate file and is the source of that data. It wants you to confirm you want that data put into the document (again) that you are trying to open. Click "Yes".



Resources

(You will need to log into Lynda.com with your Sonoma County Library Card credentials to use these videos)

Using Word 2016 with Mail Merge to create labels and envelopes:

<https://www.lynda.com/Word-Online-tutorials/Creating-labels/417092/475048-4.html>

<https://www.lynda.com/Word-Online-tutorials/Creating-envelopes/417092/475047-4.html>