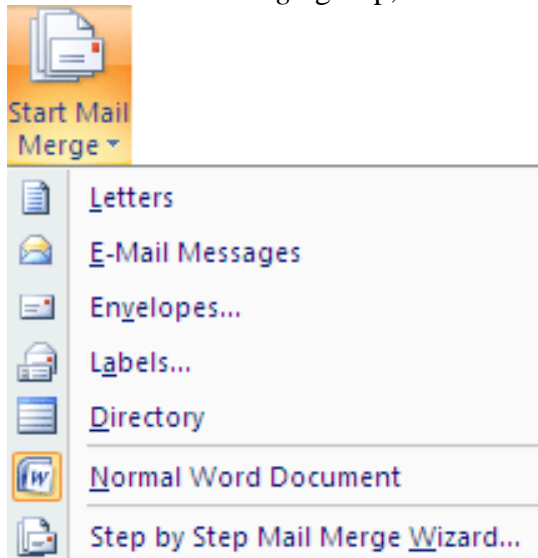


Creating Merged Mailing Labels

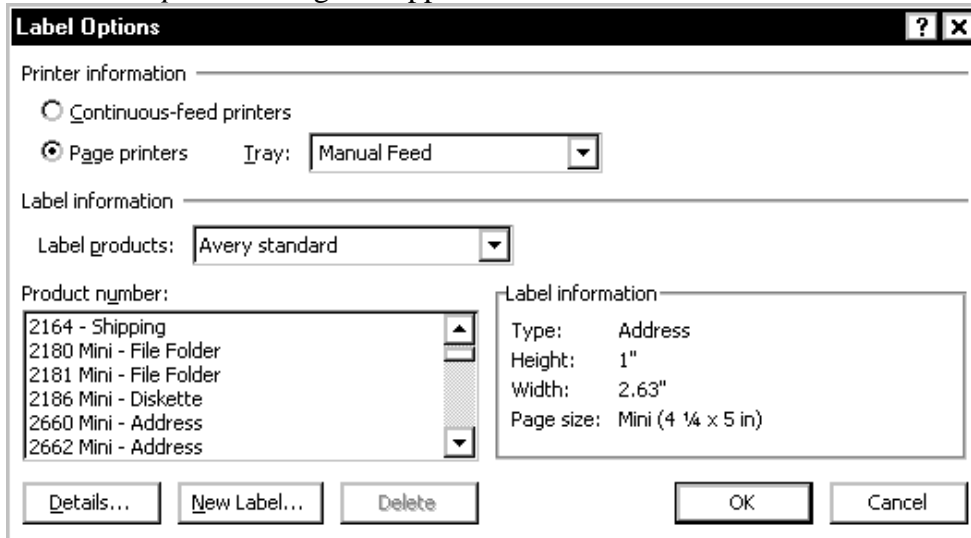
Mail Merge allows you to set up mailing labels that use the same format with information from a variety of records. Using data from a table or external database, you can print one label with different information for each record in the database or table. The following instructions describe how to merge a pre-existing database's values into address labels with the *Mail Merge Wizard*.

Begin the process of creating mail merge labels by setting up your starting document. When creating labels, you have many options. You can choose the label size, text font, positioning of the information, etc., to suit the needs of your particular project.

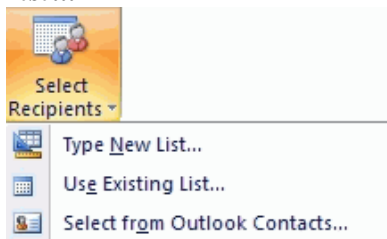
1. Open a blank Word document
2. From the *Ribbon*, select the **Mailings** tab
3. In the *Start Mail Merge* group, click **START MAIL MERGE** » select **Labels...**



The *Label Options* dialog box appears.



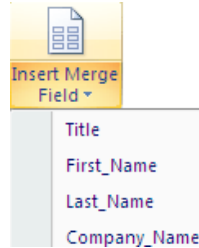
7. From the *Label products* pull-down list, select the brand name of your labels
NOTE: The most common brand is *Avery standard*.
8. From the *Product number* scroll box, select the product number of your labels
NOTE: The most common is *5160-Address*.
9. To specify the paper source for printing, from the *Tray* pull-down list, make the appropriate selection
10. Click **OK**
11. In the *Start Mail Merge* group, click **SELECT RECIPIENTS** » select *Use Existing List...*




The *Select Data Source* dialog box appears.

12. From the *Look in* pull-down list, locate and select the file you will use for your list
13. Click **OPEN**
14. To select the recipient(s) you want to include in your mail merge,
 - a. In the *Start Mail Merge* group, click **EDIT RECIPIENT LIST**
 - b. Select the recipients
NOTE: A recipient is selected if the checkbox beside their entry is selected.
 - c. Click **OK**
NOTE: To edit the recipient information, refer to Working with the Recipients List
15. To insert merge fields,
 - a. Position the insertion point in the top left label

- b. In the *Write & Insert Fields* group, click **INSERT MERGE FIELD** » select the desired field



16. To use the same fields and layout for each record, in the *Write & Insert Fields* group, click **UPDATE LABELS**  Update Labels

17. When finished, click **PREVIEW RESULTS**

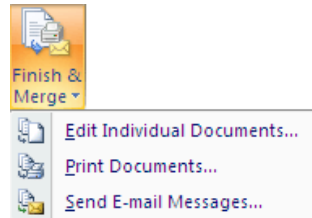
A preview of your label(s) appears.

NOTE: For more information on editing the recipient information, refer to Working with the Recipients List.

18. OPTIONAL: To preview your document with other recipients' information, in the *Preview Results* section, click the arrows

19. To print the labels,

- a. Click **FINISH & MERGE** » select *Print Documents...*



The *Merge to Printer* dialog box appears.

- b. To print labels for all of your records, select *All*
To print a label for only the record displayed, select *Current record*
To print labels for only certain records, enter a range in the text boxes
- c. Click **OK**
The *Print* dialog box appears.
- d. Make any necessary adjustment.
NOTE: Refer to Printing Options for Specific Pages for more information.
- e. Click **OK**

To make changes to the labels,

- f. Click **FINISH & MERGE** » select *Edit Individual Documents...*
The *Merge to New Document* dialog box appears.
- g. Make the appropriate selection
- h. Click **OK**
- i. Make the appropriate changes in the new document that appears
- j. Save the documents