



USING MAIL MERGE TO CREATE MAILING LABELS (FROM EXCEL OR WORD DOCUMENTS)

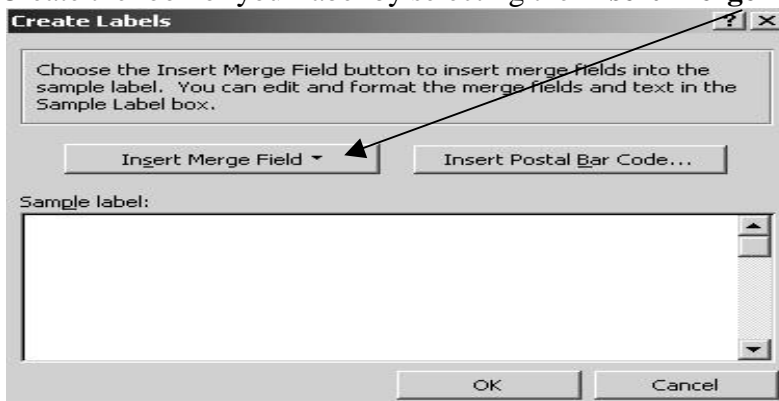
1. Set up the Excel or Word document with the information for your labels. Be sure data is tabled in columns and each column is clearly labeled (first name, last name, address, city, etc...). Data should have no blank rows. The Excel or Word document must be saved on your desktop or in Your Documents.
2. Open a new **Microsoft Word** document, choose **Tools>Mail Merge>Create>Mailing Labels**.
3. Select **New Main Document**.
4. Under #2 Data source, click on **Get Data**. Select **Open Data Source**.



5. Select the document (for this example we're using an Excel document) to be merged.
6. When the dialog box pops up, select **Entire Worksheet** and then **OK**.
7. At next screen, select **Set Up Main Document**.
8. In the label options box you will have to enter printer and label specifications. Select **OK** when done selecting.

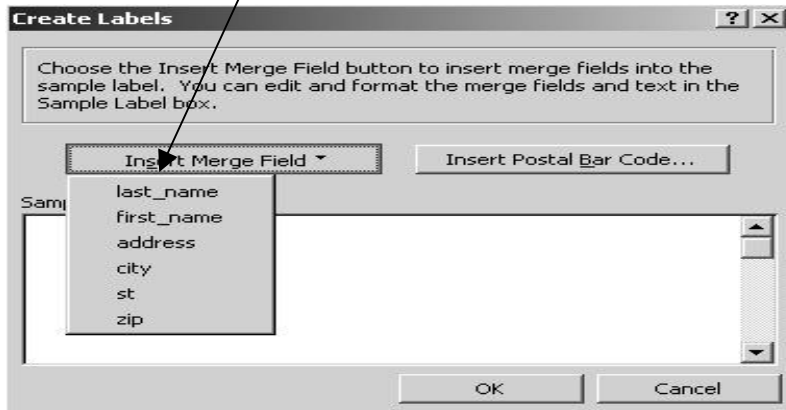


9. Create the look of your label by selecting the **Insert Merge Field**.

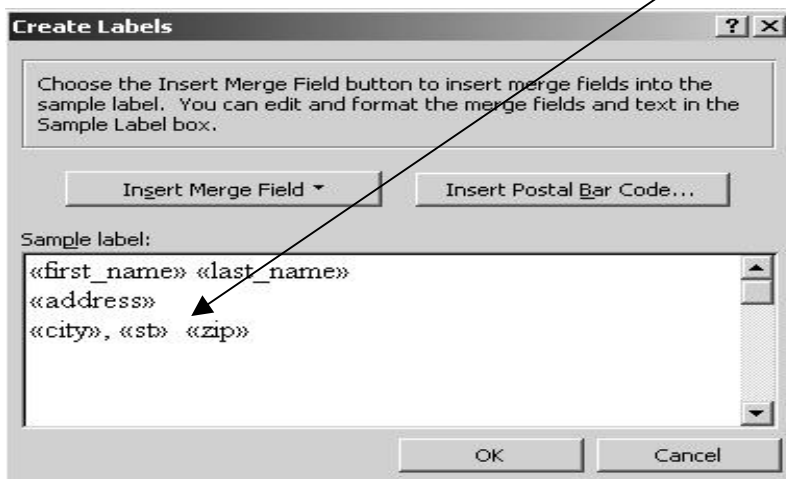




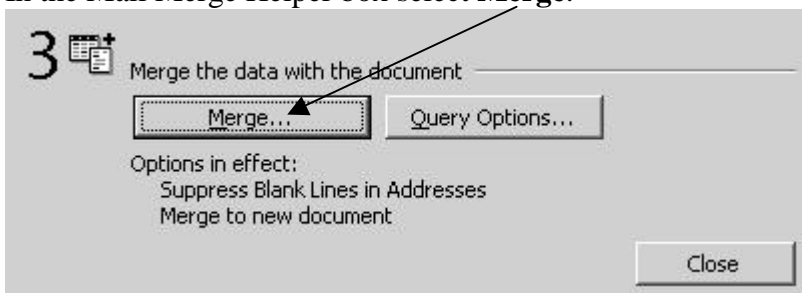
10. Clicking on the **Insert Merge Field** will give you the column headers from your data. Click on each header in the order that you want it to appear on your label.



11. To display the merged data correctly, make sure to type spaces and punctuation between the merge fields, outside the merge field characters (« »). To place a merge field on a new line, press ENTER. Select **OK** when finished.



12. In the Mail Merge Helper box select **Merge**.



13. Select **Merge** again on the next merge screen and a copy of your labels will appear.
14. Make sure that your label paper is in your printer properly. Then select **Print**.