

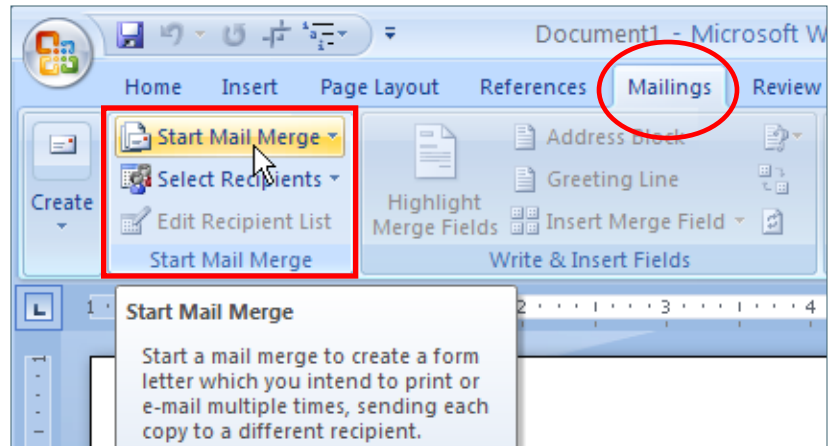
Create Mailing Labels Using Excel Data (Mail Merge)

This quick guide will show you how to create mailing labels from an Excel spreadsheet. To print mailing labels, you'll import Excel spreadsheet data into a Word document using the Mail Merge function.

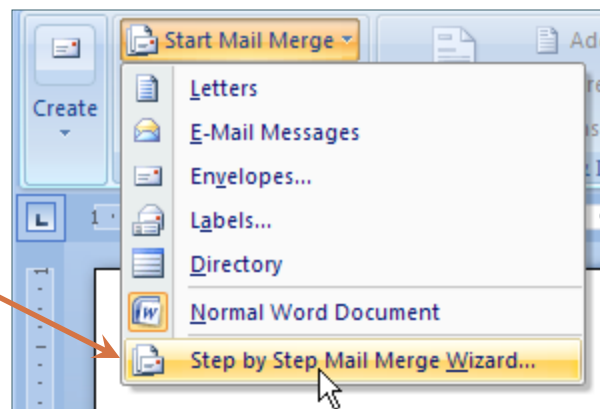
Prior to starting this process, you must have a saved Excel document with name and address information in tabular form; review your document in determine which spreadsheet contains your information.

1. I open up a new Word Document, then:

- Go to the Ribbon and select the **Mailings** tab on the Ribbon, and
- I click on **Start Mail Merge**, in the section by that same name, to display the mail merge options.

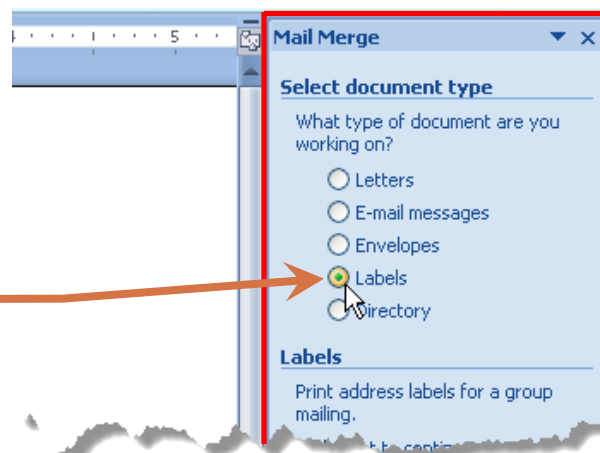


2. I'll then select the "Step by Step Mail Merge Wizard" option at the bottom of the resulting drop down menu.



3. A **Mail Merge** panel opens to the right of the Word document. I'll select my document type by clicking in the circle by the word "Labels."

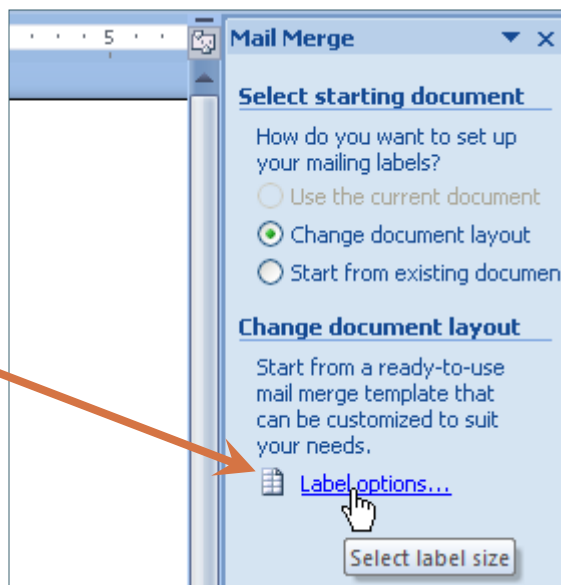
From this point on, I'll be shifting back and forth between the top and bottom of this panel.



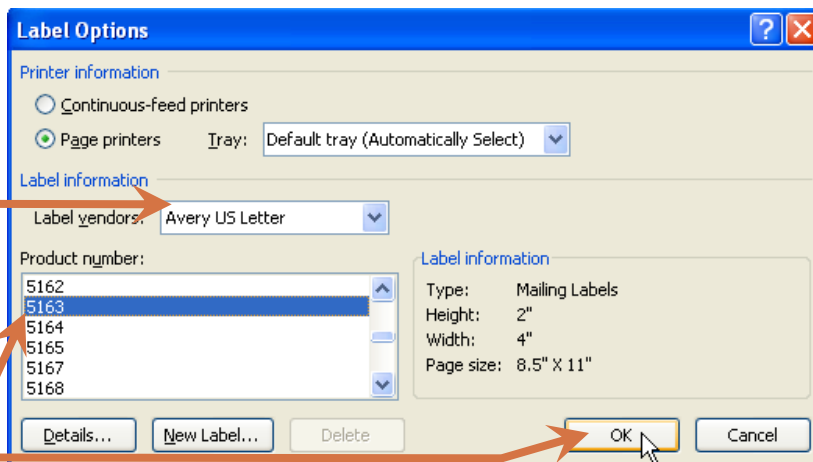
4. The bottom of the Mail Merge panel now displays the first step in the “wizard” process. I click the [Next: Starting document](#) link to begin the process.



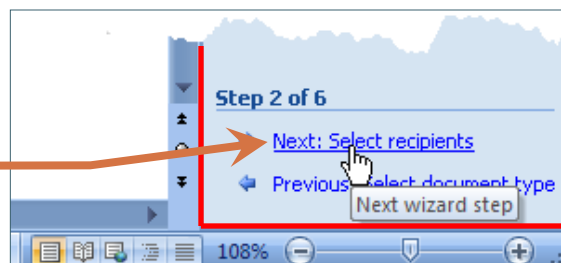
5. The top of the panel now asks whether I want to use the existing document or change its layout, to create a page of labels — I click on the latter choice, then click the [Label options...](#) link to access a list of label sizes.



6. A **Label Options** dialog box opens up. First I pick out the label *vendor* to whose products I have access — in this case the pioneering supplier Avery. Then I sort through the product numbers which display once I’ve picked the vendor. I highlight the one I want by clicking on it, then select it by clicking on the OK button.

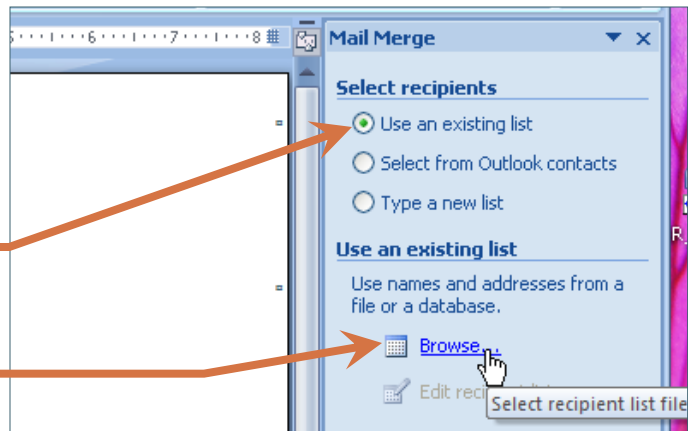


7. The bottom of the Mail Merge panel now indicates the next step in the process, so I click on the [Next: Select recipients](#) link.

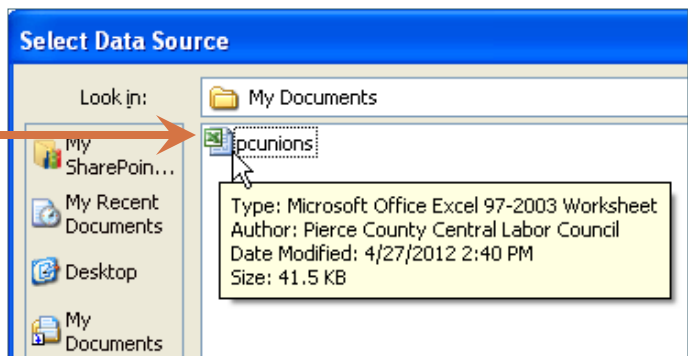


8. The top of the panel again gives me a choice of where to draw the label address information from. I'm going to use an existing Excel file, so I click on the first choice.

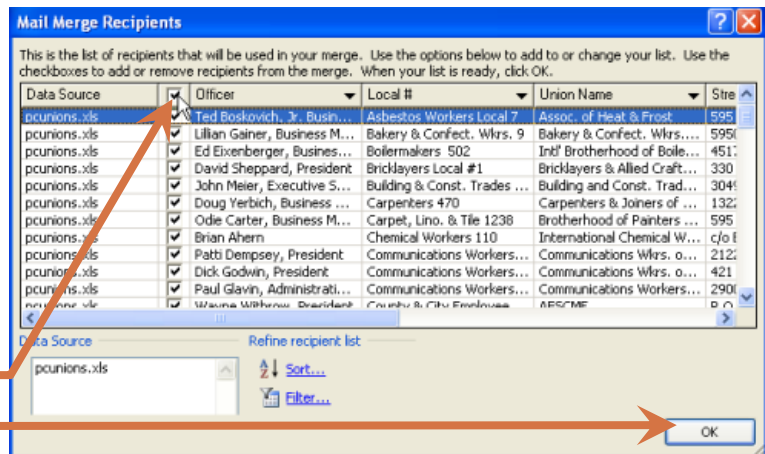
The panel then supplies me with a [Browse...](#) link to find the file I have in mind.



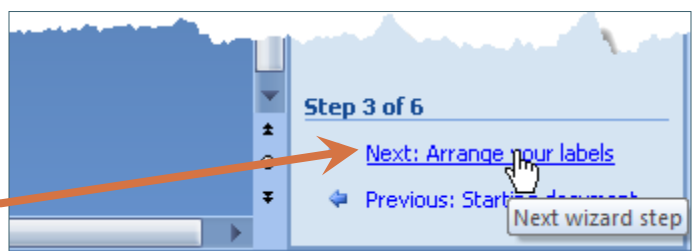
9. I find and select by address data file.



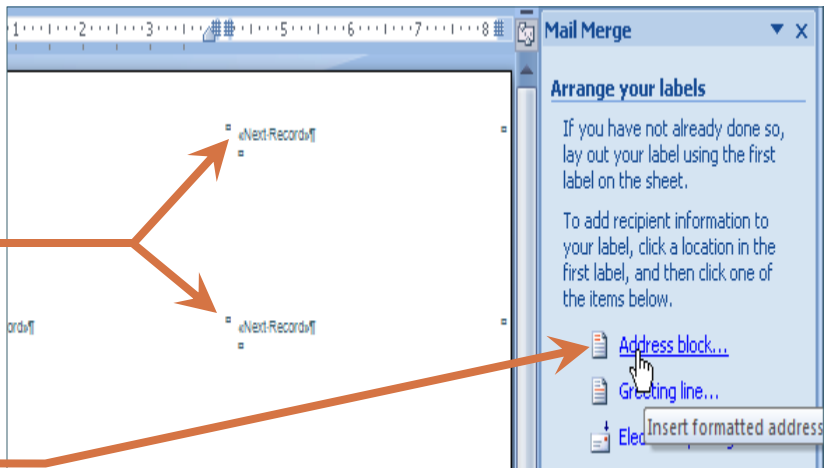
10. The Mail Merge Wizard imports my Excel file into a "Mail Merge Recipients" dialog box, which allows me to select all or just some of the file entries, and to sort or filter them in a variety of ways. I'm going to select the entire list by checking this box, and then clicking on OK.



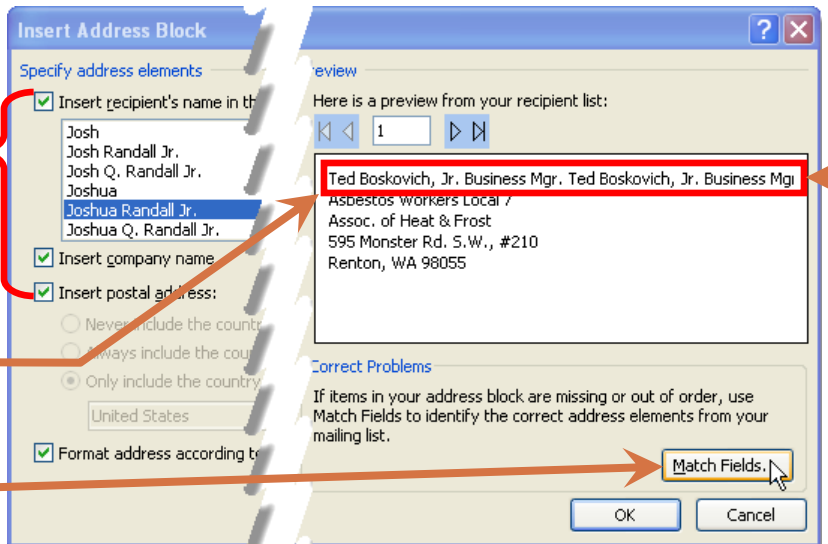
11. The bottom of the Mail Merge panel informs me of the next step in the process, which is to "Arrange your labels." I click on the indicated link to move to the next step.



12. The Mail Merge panel will help me to transfer the material in my Excel data file into a format proper for placement on my page of labels (note the place-keepers on the form at right). Since I'm making a simple label, I don't need the "Greeting Line..." or "Electronic Postage..." items, so I just click on "Address block..."



13. The Insert Address Block dialog box shows a sample address, based on the default address elements specified and my Excel data file, below.



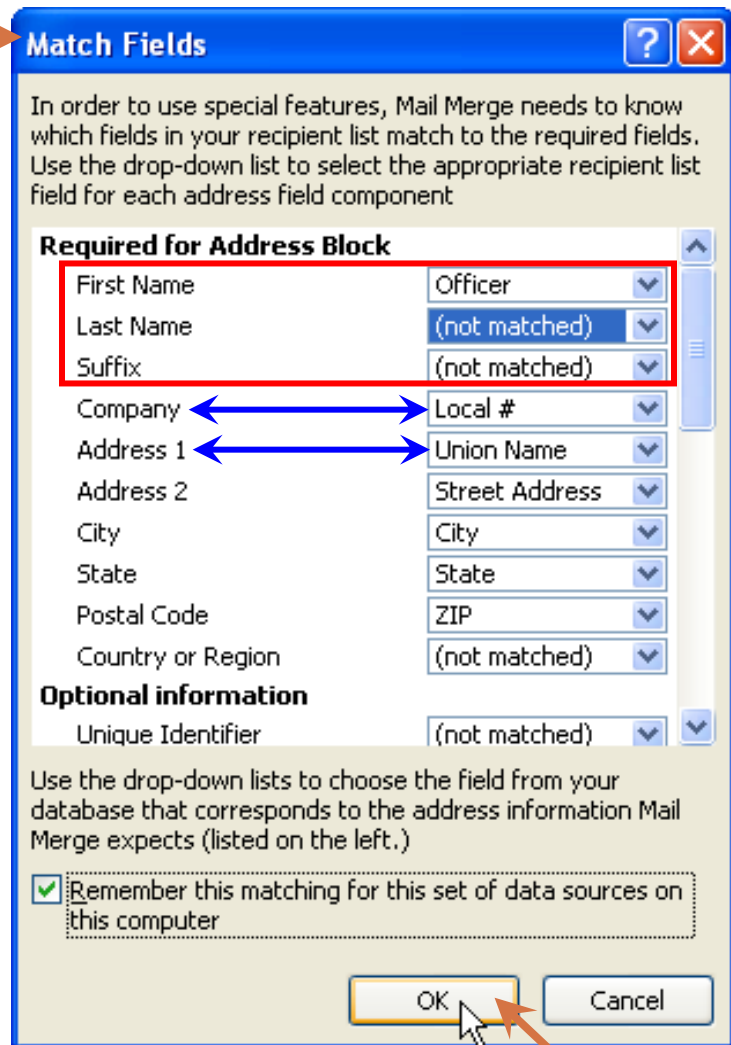
As you can see, the first line of the sample address has the individual's name duplicated. So, I'll follow the advice below it, under **Correct Problems**, and click on the **Match Fields** box.

Local #	Union Name	Street Address	City	State	ZIP	Officer
Asbestos Workers	Assoc. of Heat & Frost	595 Monster Rd. S	Renton	WA	98055	Ted Boskovich, Jr. Business Mgr.
Bakery & Confectionery	International Union of	5950 Sixth Avenue S	Seattle	WA	98108	Lillian Gainer, Business Mgr/Secy.
Boilermakers 502	Intl' Brotherhood of Boil	4517 62nd Avenue S	Puyallup	WA	98371	Ed Eixenberger, Business Manager
Bricklayers Local	Bricklayers & Allied Craft	330 Fairview Avenue	Seattle	WA	98109	David Sheppard, President
Building & Const	Building and Const. Trade	3049 South 36th, #	Tacoma	WA	98409	John Meier, Executive Secretary
Carpenters 470	Carpenters & Joiners of A	1322 South Fawcett	Tacoma	WA	98402	Doug Yerbich, Business Agent
Carpet, Lino. & Tile	Brotherhood of Painters &	595 Monster Rd. S	Renton	WA	98055	Odie Carter, Business Manager
Chemical Workers	International Chemical W	c/o Brian Aherne 9	Gig Harbor	WA	98335	Brian Aherne
Communications W	Communications Wkrs. of	2122 3rd Avenue	Seattle	WA	98121-2306	Patti Dempsey, President
Communications W	Communications Wkrs. of	421 Fawcett Avenue	Tacoma	WA	98402	Dick Godwin, President
Communications W	Communications Workers	2900 Eastlake Ave.	Seattle	WA	98102	Paul Glavin, Administrative Officer
County & City Emp.	AFSCME	P.O. Box 110580	Tacoma	WA	98411-0580	Wayne Withrow, President
District 1199 NW	Service Employees Intern	221 1st Avenue W.	Seattle	WA	98119	Diane Sosne, President
Electrical Workers	Intl' Brotherhood of Electric	3049 South 36th, Ste	Tacoma	WA	98409	Mike Grunwald, Business Manager
Electrical Workers	Intl. Brotherhood of Electric	P.O. Box 12129	Seattle	WA	98102-2129	David Timothy, Business Manager
Electrical Workers	Intl' Brotherhood of Electric	2811 South Mullen	Tacoma	WA	98409	Rick Hite, Bus. Mgr/Fin. Secty.
Engineers 286	Intl' Union of Operating Eng	820 N. Dixside Drive	Porter	WA	98055	Joe DeJoy, Business Manager

14. The **Match Fields** box allows me to control how the addresses on my labels are composed, by specifying which column in my Excel spreadsheet will be used for each element of the address label.

To begin with, my “Officer” column in Excel contains both first *and* last names, as well as the titles each individual holds in his or her union. Therefore, I select “(not matched)” from the drop down menus for the last two items...which gets rid of the duplicates on the previous page!

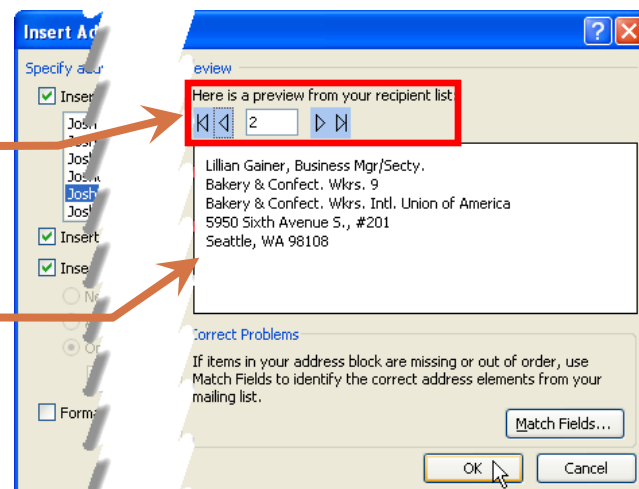
And since I want to include *both* the union local number *and* the full name of the union, I match the former up with “Company” at right, and the latter with the “Address 1” line (I can do this because my file has any building or room numbers following the street number, in one item on the spreadsheet).



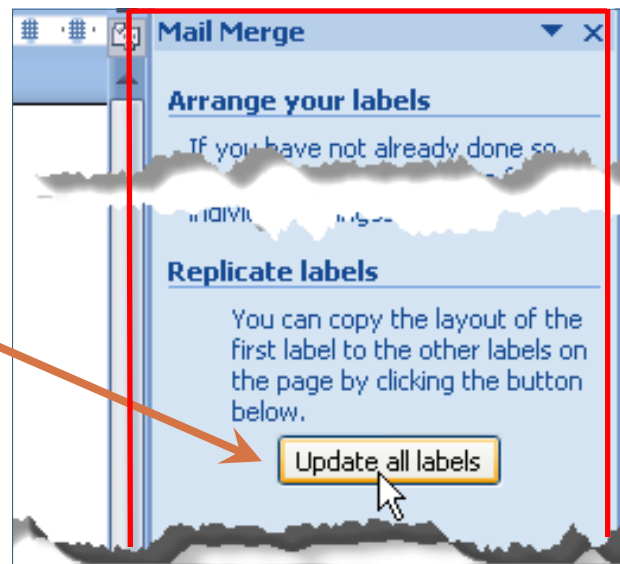
15. Now that I’ve gone through this field-matching exercise, I click on OK to confirm it.

16: That takes me back to the **Insert Address** box again, where I can use these arrows to review a few more of the compiled addresses, just to make sure that they’re coming out correct now.

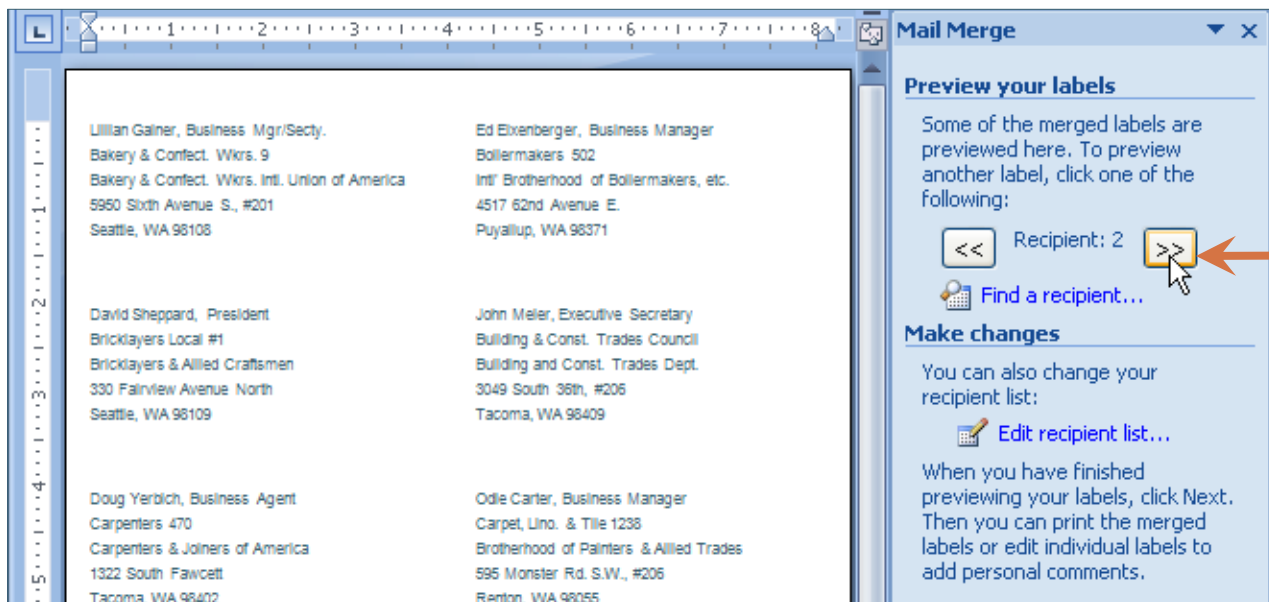
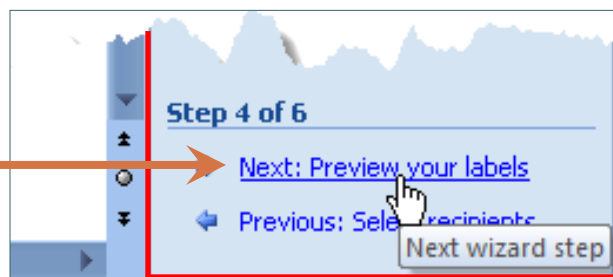
Once I’m satisfied, I click on the **OK** button to confirm, and move back to...



17. ...the **Mail Merge** panel again, where I can now confirm the label layout scheme I arrived at, and spread it to *all* the labels covered by all the address information in my Excel data file, by clicking here



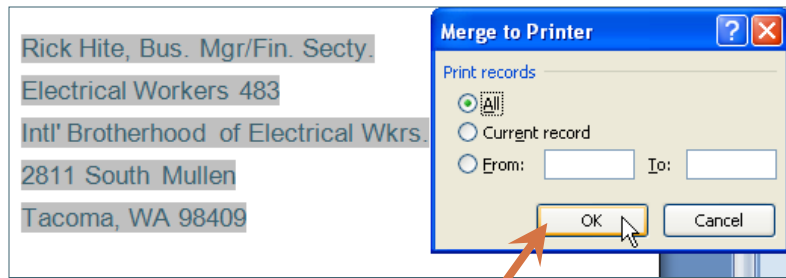
18. The bottom of the **Mail Merge** panel now invites me to [Preview your labels](#), so I'll click on that.



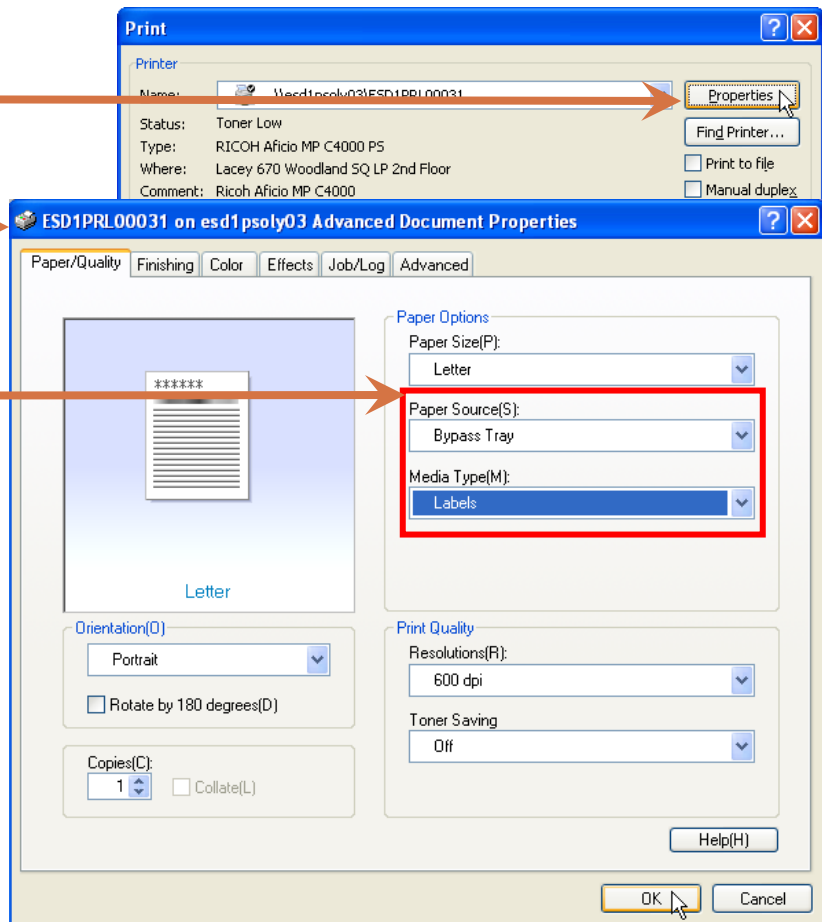
19. Here's that preview, starting with the second line item on my spreadsheet (that's the one I was looking at last — see 16. above). I can scroll through my labels by clicking here or edit / delete one by clicking on [Edit Recipient list...](#)

20. When I'm satisfied with my preview, I'll go back to the bottom of the panel, and click on step 5, [Next: Complete the merge](#).

21. “**Complete the merge**” opens the dialog box at right, giving me the opportunity to print a single label — like the one I’ve highlighted — one or several pages of them; or, as checked here, labels from all the line entries in my Excel data file, when I check the **OK** button.



22. That action opens a regular **Print** dialog box. I’ll click on the **Properties** button to open a dialog box for my printer’s **Advanced Document Properties**, so I can specify the **Paper Source** (here I’m using the bypass tray), and the media type of **Labels**.



Then I’ll back out by clicking on **OK** here, and then in the **Print** dialog box itself, and my labels are on the way!