

## Microsoft Word 2003

### Mail Merge

# Creating Merged Mailing Labels

*Mail Merge* allows you to set up mailing labels (your main document). 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 *Tools* menu, select **Letters and Mailings » Mail Merge...**  
The *Mail Merge* task pane appears.
3. Under *Select document type*, select **Labels**
4. Click **NEXT: STARTING DOCUMENT**
5. Under *Select starting document*, select **Change document layout**
6. Under *Change document layout*, click **LABEL OPTIONS...**  
The *Label Options* dialog box appears.

**Label Options**

Printer information

Dot matrix

Laser and ink jet    Tray: Default tray (Automatically Sele...)

Label information

Label products: Avery standard

Product number:

- 2160 Mini - Address
- 2162 Mini - Address
- 2163 Mini - Shipping
- 2164 - Shipping
- 2180 Mini - File Folder
- 2181 Mini - File Folder
- 2186 Mini - Diskette

Label information

Type:	Address
Height:	1"
Width:	2.63"
Page size:	Mini (4 1/4 x 5 in)

Details...    New Label...    Delete    OK    Cancel

7. From the *Label products* pull-down list, select the product name  
**NOTE:** The most common is *Avery standard*.
8. From the *Product number* scroll box, select the product number  
**NOTE:** The most common is *Avery L7160 Address*.
9. To specify the feed source for printing, from the *Tray* pull-down list, make the appropriate selection. Suggest you leave the default.
10. Click **OK**
11. Click **NEXT: SELECT RECIPIENTS**
12. To retrieve an existing recipient list,
  - a. Under *Use an existing list*, click **BROWSE...**  
The *Select Data Source* dialog box appears.
  - b. From the *Look in* pull-down list, locate and select the file you will use for your list e.g. "C:\Program Files\WorkExpo\Data.mdb"

- c. Click **OPEN**  
The *Mail Merge Recipients* dialog box appears.
13. Select which recipient(s) you want to include in your mail merge  
**NOTE:** Usually you would just click OK to include ALL
14. Click **OK**
15. Click **NEXT: ARRANGE YOUR LABELS**
16. In the first blank label, insert the variable fields on the label
  
17. **IMPORTANT:** To have the same fields repeated for each record on the same sheet of labels, under *Replicate labels*, click **UPDATE ALL LABELS**
18. When finished, click **NEXT: PREVIEW YOUR LABELS**  
A preview of your label(s) appears.
19. Click **NEXT: COMPLETE THE MERGE**
20. To print the labels,
  - a. From the *Merge* section, click **PRINT...**  
The *Merge to Printer* dialog box appears.
  - b. Make the appropriate selection
  - c. Click **OK**

To make changes to the labels,

- d. Under *Merge*, click **EDIT INDIVIDUAL LABELS...**  
The *Merge to New Document* dialog box appears.
- e. Make the appropriate selection
- f. Click **OK**  
Make the appropriate changes in the new document that appears.
- g. Save the document

Terry Chapman  
Info Plan Software  
January 2005