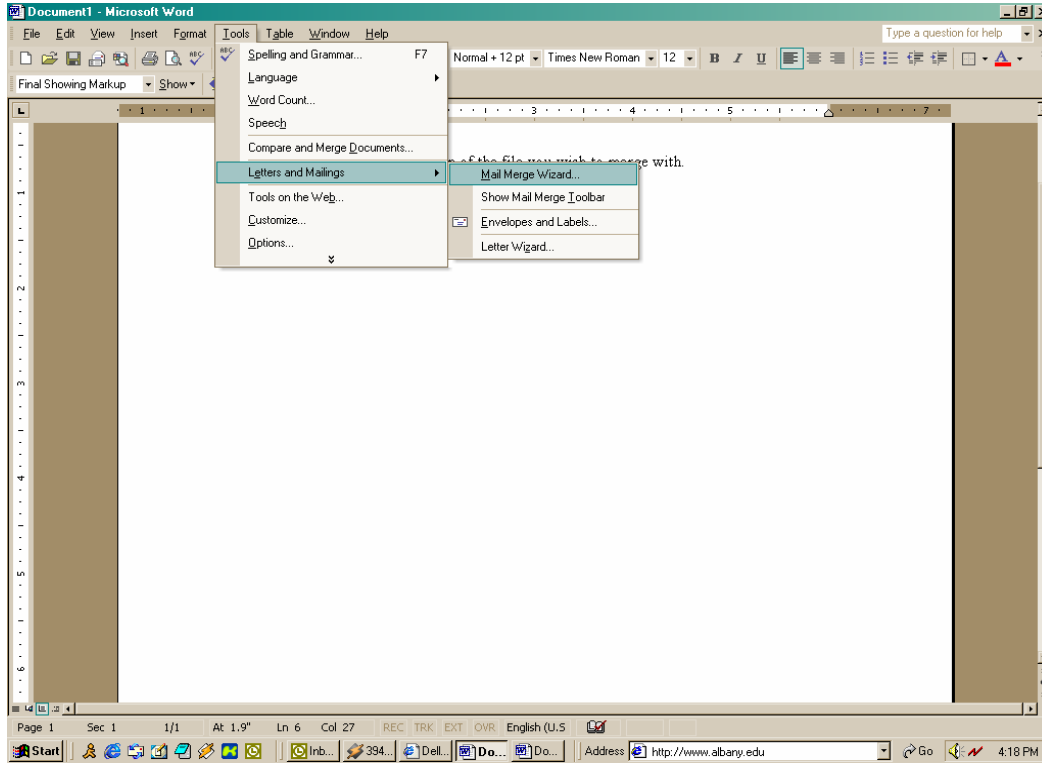


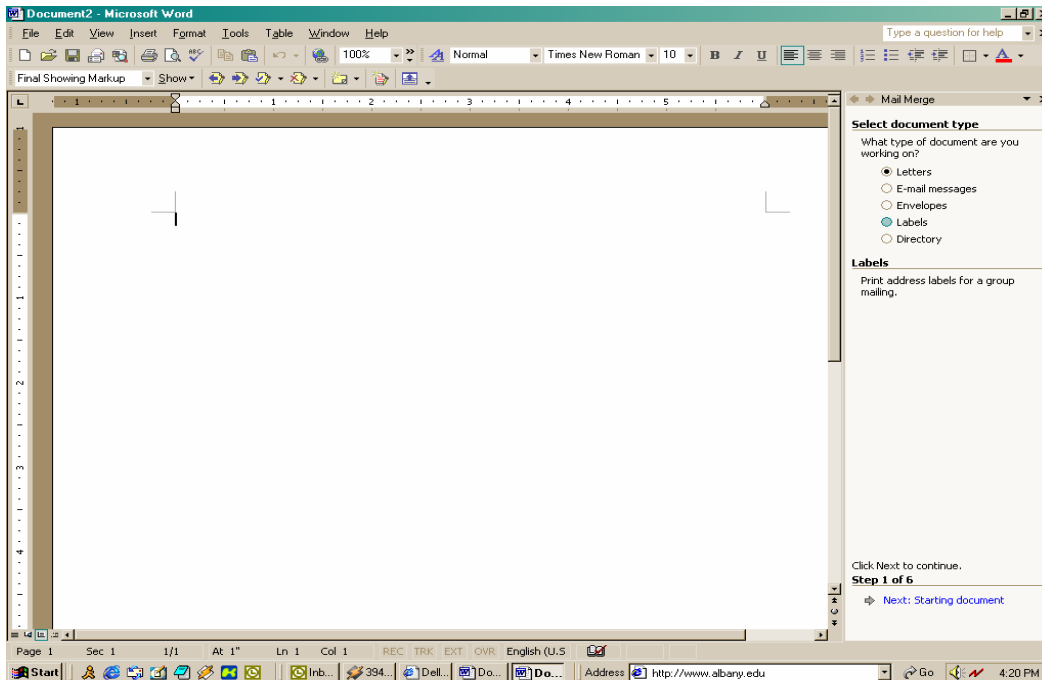


Mail Merge Labels in Word

1. Open word, knowing the location of the file you wish to merge with.
2. In word click on Tools, then Letters and Mailings, then Mail Merge Wizard.

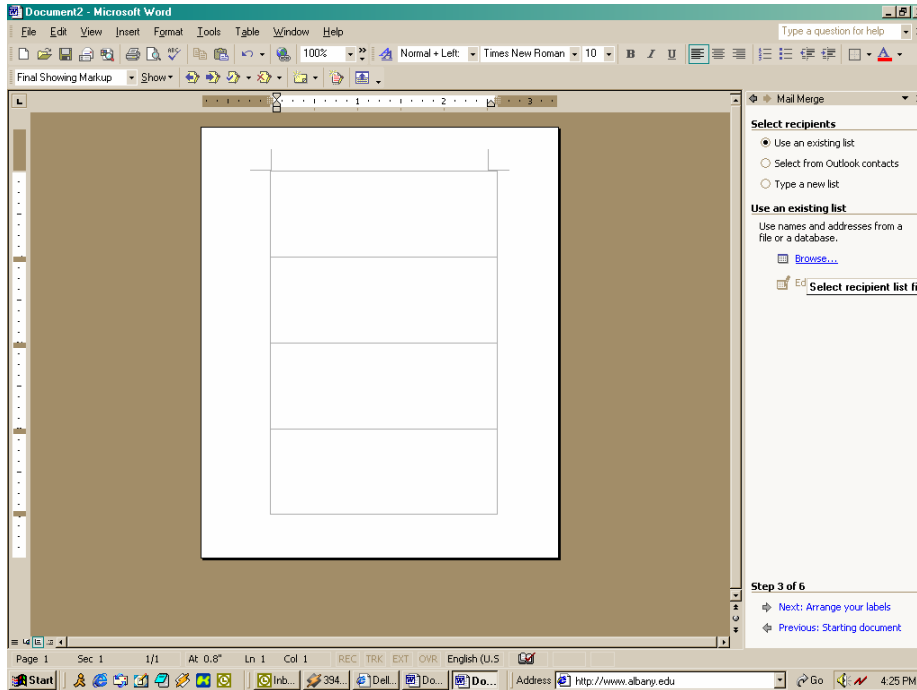


3. On the Task Pane, right side of window, select Labels, then click NEXT.

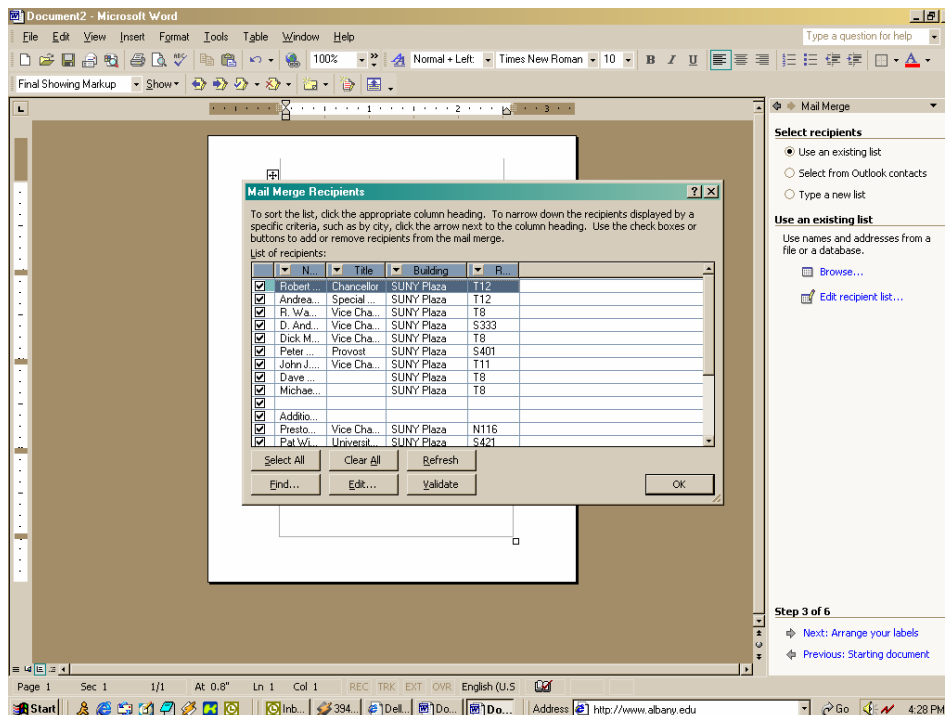




- Click Next again and a popup will appear asking you to give information on the type of labels you will be printing, as well as tray selection for the printer. Put in the appropriate information and click OK. You will then be brought to a screen similar to this.

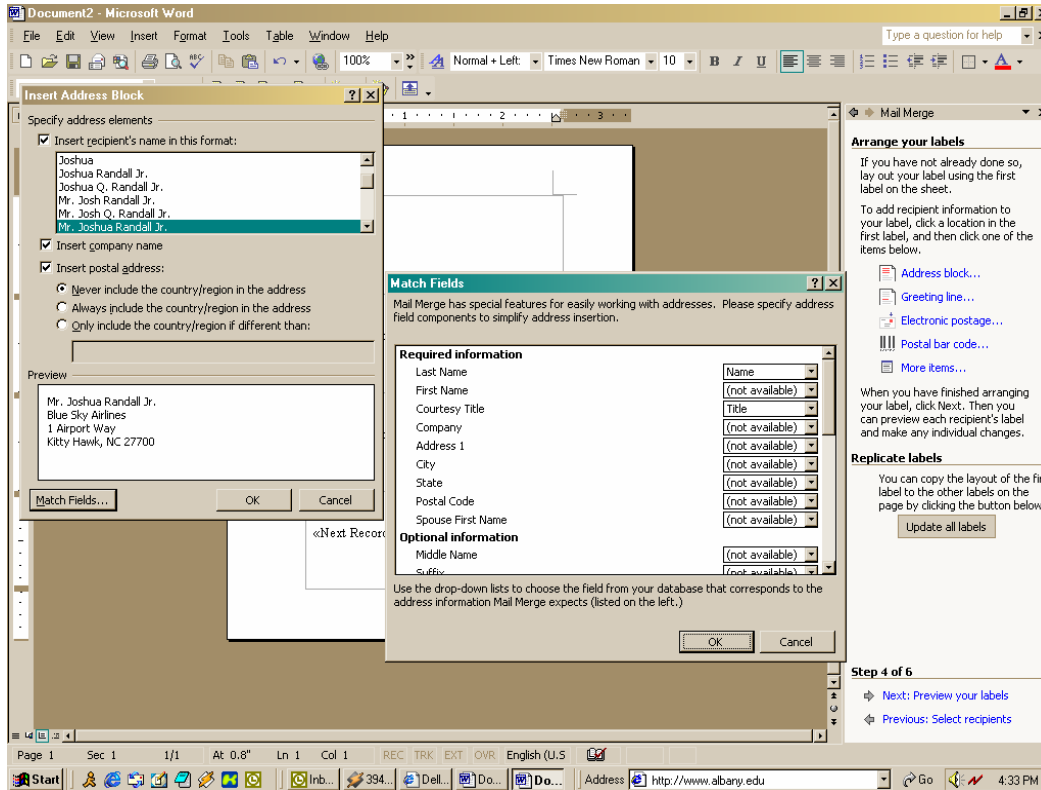


- This is the screen where the recipients are selected, select one of the three choices at the top if appropriate or if you are importing from an external file click Browse and find the file you wish to merge.
- If you selected an external file, select the proper converter from the first popup, (eg. Excel, Word, or Access), then click OK then on the second popup check the box format for mail merge and click OK. You will then be brought to the following screen.





- From here you can select or deselect the people or addresses from the list that you want to use. Then click OK. The names may not appear on the labels, but just click Next on the Task Pane.
- This screen is where you set up how the information on your list will appear on the labels. You must choose one of the options on the Task Pane for anything to show up on your labels.



- On the Task Pane click Address block and a popup will appear. Peruse the various choices until the preview at the bottom looks appropriate. This may require you to enter the MATCH FIELDS popup. In match fields you can go through the various options in the scroll down menus to best match the information asked for, then click OK. Once you have done this look at the preview window again to see if it is what you wanted. You may have to repeat this process a few time to get it to look the way you want, then click OK.
- IMPORTANT:** You must click the Update all fields button on the Task Pane for the merge to work correctly. The names and address will not yet appear, but other information should now be visible on the labels. Ignore this and click Next on the Task Pane.
- You should now see the completed labels. If they're not acceptable repeat steps 9 & 10 until they are. Click Next on the Task Pane to see the final screen.
- You can now print or edit your labels by clicking the appropriate link in the Task Pane.