

# **MAIL MERGE** and **MAILING LABELS**

with Microsoft Word



Computer Training Center



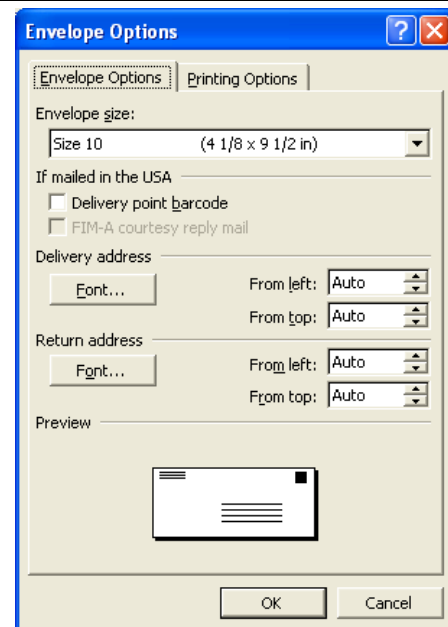
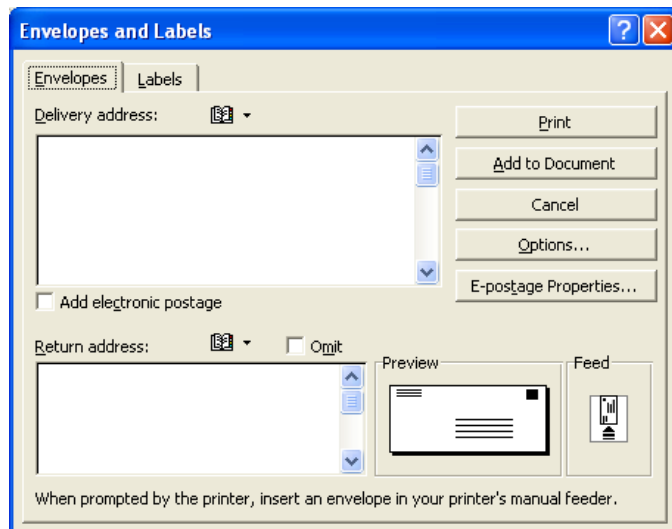
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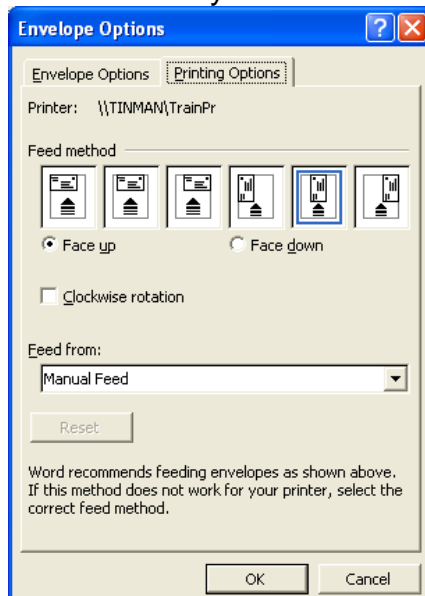
## Single Envelope



- ☒ From a document that contains a name and address, select (highlight) the text of the address, then click on **Tools** (Menu bar) → Click on **Letters and Mailings** → Click on ☒ **Envelopes and Labels** → Click on the **Envelopes** tab at the top of the screen. You will see the highlighted entry in the **Delivery address** box. Enter the **Return address** if you want. Click on **Options** to select the envelope **size**, change the **font** type and size, or to adjust the **placement** of your addresses. When finished, click **OK**. You can make the return address a default so that it will print every time you print an envelope. Place the envelope in your printer and click on **Print**.

OR

- ☒ From a blank document, click on **Tools** (Menu bar) → Click on **Letters and Mailings** → Click on **Envelopes and Labels** → Click on the **Envelopes** tab at the top of the screen. In the **Delivery address** box, type the name, street address, city, state, zip just as you would on an envelope. To move to the next line of the address, press the **Enter** key. Follow the instructions above.

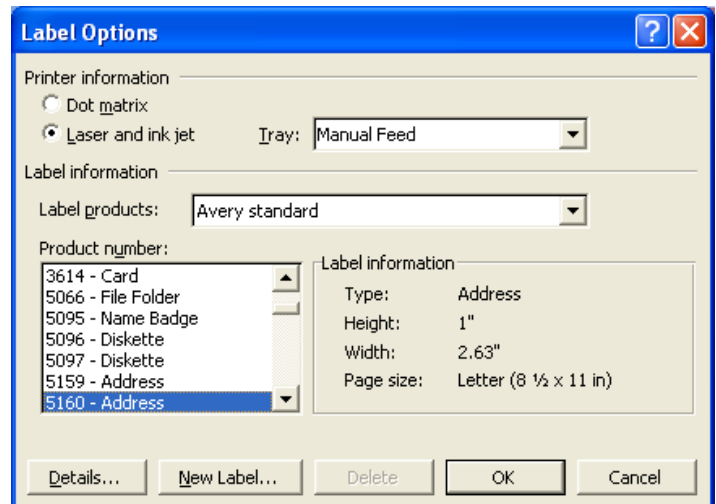
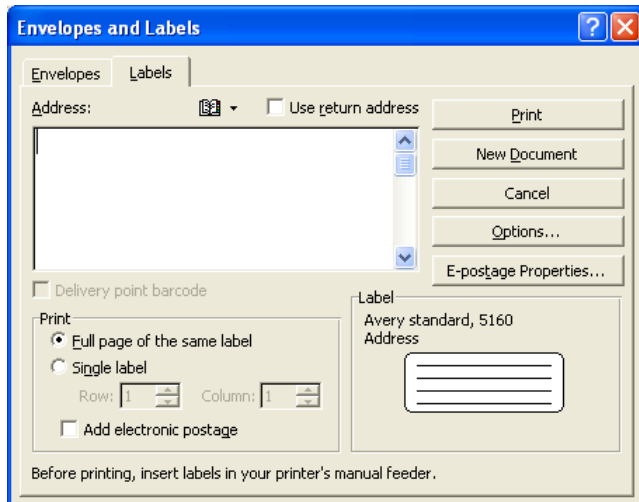


Remember to have your **Envelope Options** match your printer setup.

The two standard size envelopes are:

- ☒ Business—**Size 10** (4<sup>1</sup>/<sub>8</sub>" x 9<sup>1</sup>/<sub>2</sub>" )
- ☒ Standard—**Size 6<sup>3</sup>/<sub>4</sub>** (3<sup>5</sup>/<sub>8</sub>" x 6<sup>1</sup>/<sub>2</sub>" )

## Labels



- ☒ From a document that contains a name and address, select (highlight) the text of the address, then click on **Tools** (Menu bar) → Click on **Letters and Mailings** → Click on **Envelopes and Labels** → Click on the **Labels tab** at the top of the screen. You will see the highlighted entry in the **Address** box. Click on **Options** to select the label **size**. Click **OK**. Be sure to choose which option you want: **Full page of the same label** or **Single label**. If you choose **Single label**, indicate which label sheet column and row you want to print. Place a sheet of labels in your printer and click on **Print**.

### OR

- ☒ From a blank document, click on **Tools** (Menu bar) → Click on **Letters and Mailings** → Click on **Envelopes and Labels** → Click on the **Labels tab** at the top of the screen. In the **Address** box, type the name, street address, city, state, zip just as you would on an envelope. To move to the next line of the address, press the **Enter** key. Follow the instructions above.

**To get sheets of labels with a different address on each label, choose Full page of the same label.** Make sure to choose the label size under **Options**. Then click on **New Document**. Type in the first label. Press the **Tab** key to move to the next label. At the end of the page, press the **Tab** key and a new blank row of labels will appear on the next page.

Most people use standard “three across” labels. The most common Avery number for this size label is **5160** or **8160**.

If you want to print a delivery point bar code on the labels, you will need to use a “two across” label--Avery **5161** or **8161**.

## MAIL MERGE

### Create form letters or many envelopes or mailing labels or a directory

Click on **Tools** → Click on **Letters and Mailings** → click on **Mail Merge Wizard**. The Mail Merge task pane lets us merge a new or existing database with a word processor to create form letters, envelopes, mailing labels, or a directory.

**Step 1.**  
**Select document type**  
 Click the radio button to choose the type.

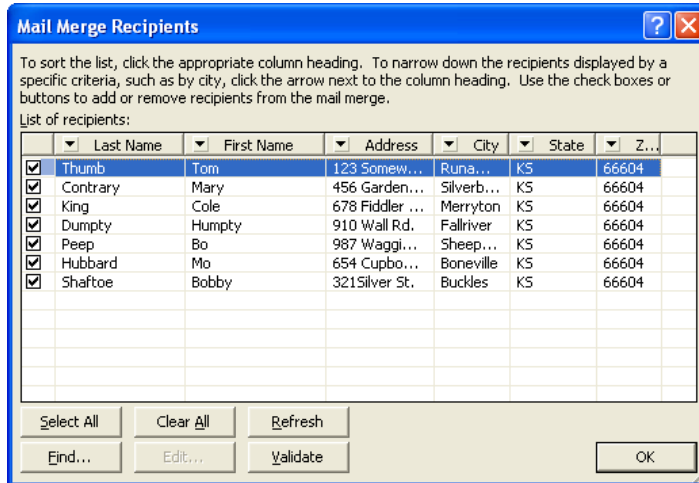
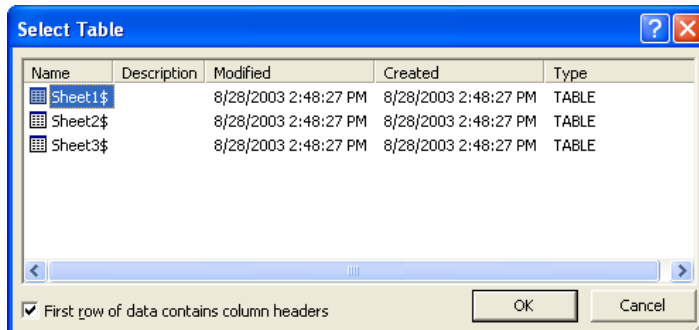
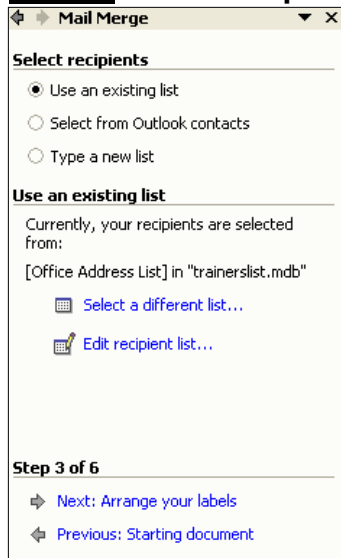


**Step 2.**  
**Select starting document**  
 Pick the type of label

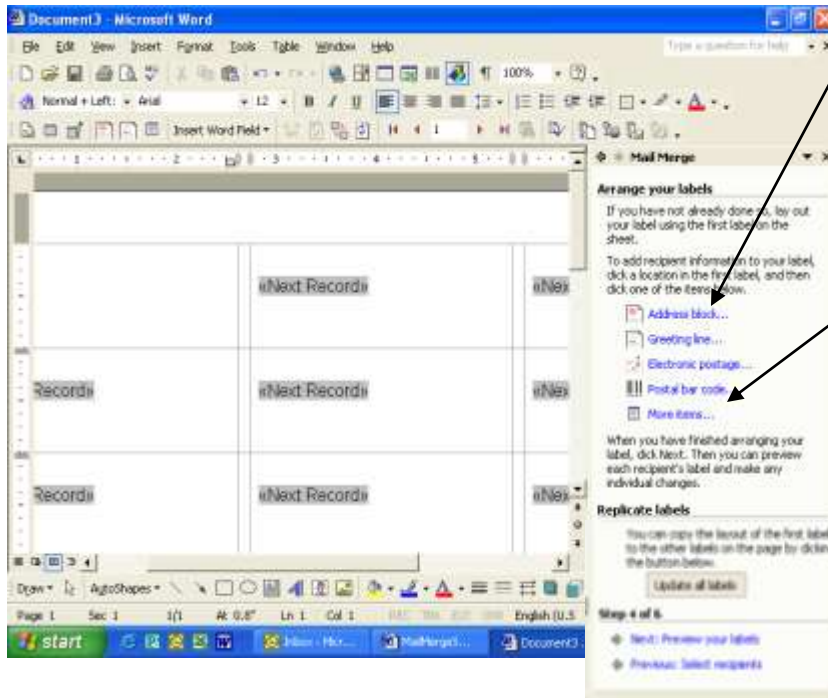


For example, we want our main document to be mailing labels. We will use an existing list already created in an Excel spreadsheet. (A database or list can also be created in a Word table or Microsoft Access.) Choose **Use an existing list** from the **Select recipients** task pane. Click the **Browse** button and find the saved list. Click **OK** on the **Select Table** window and then click **OK** on the **Mail Merge Recipients** window.

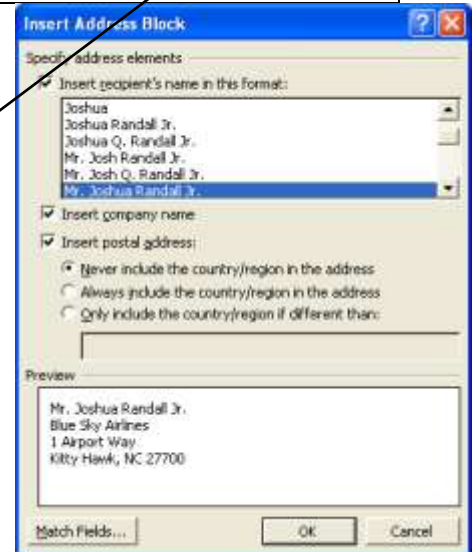
### **Step 3. Select recipients**



**Step 4. Arrange your labels.**



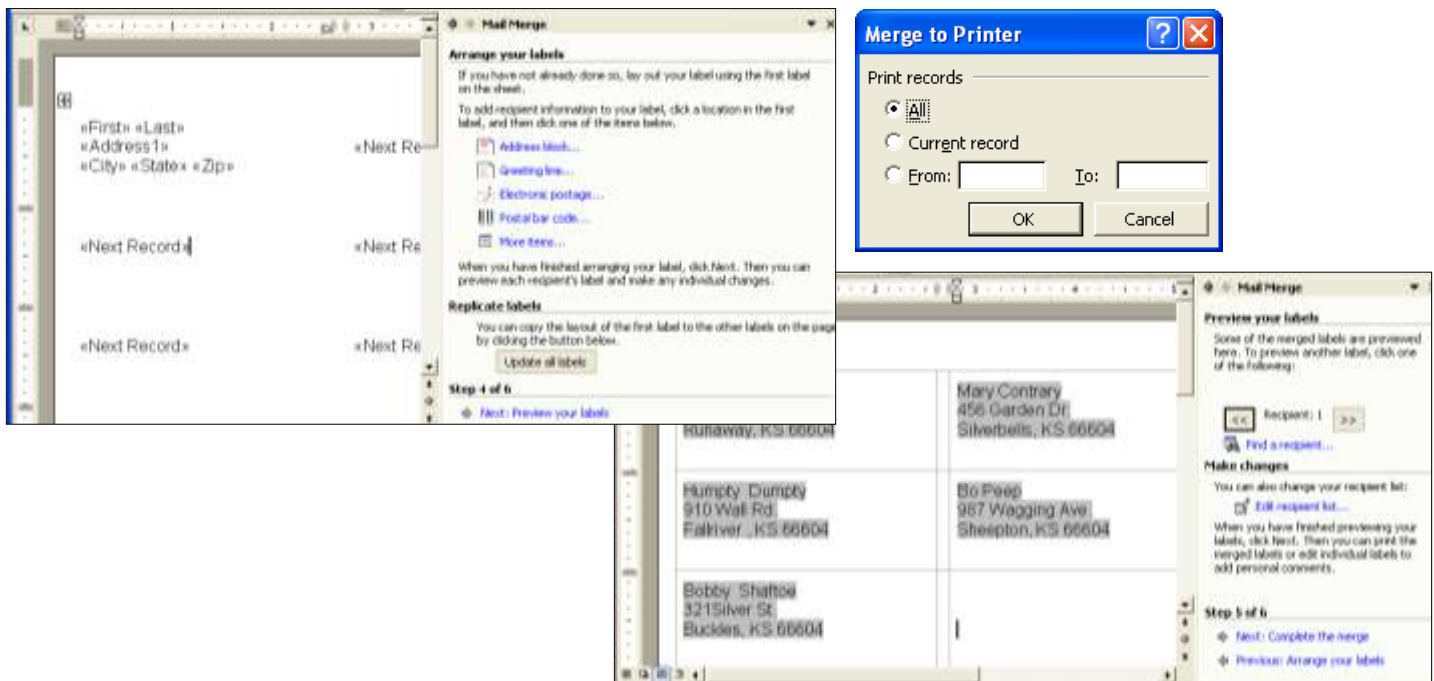
Choose **Address Block** if your field names match the format. Then choose a format for the recipient's name and click **OK**. Otherwise, choose **More Items** and insert the proper field names.



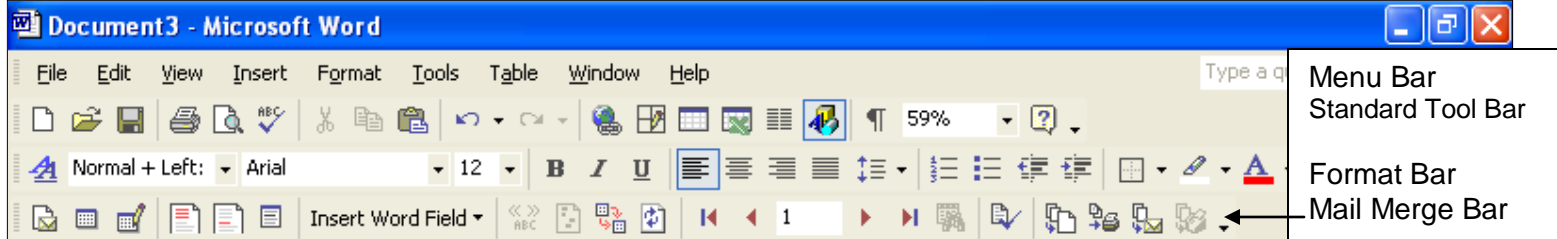
Click **OK** on the **Mail Merge Recipients** window. In the Mail Merge task pane click **Update all labels**.


**Step 5. Preview labels.** See exactly how the labels will look on the page. Click **Edit the recipients list** to make any changes.

**Step 6. Complete the merge.** Click **Print** and choose what records you want to **Merge to Printer**. ☺All is the default.



## Toolbars



Click on the  button to merge your data into a mailing label format.

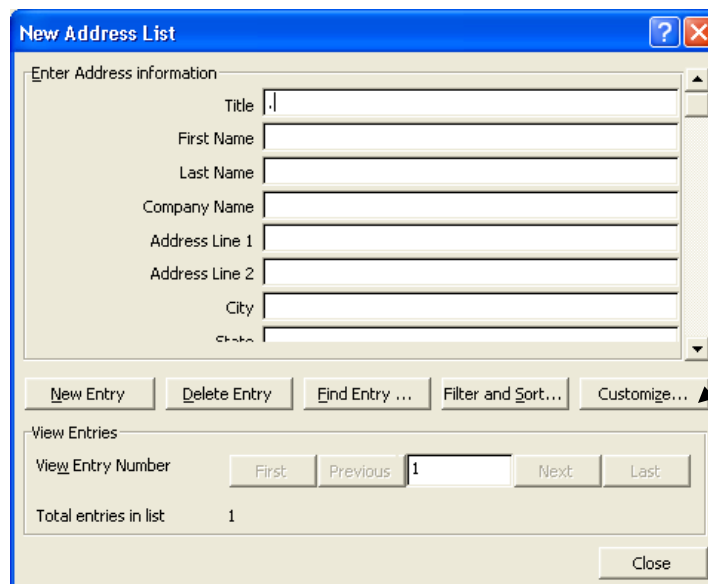
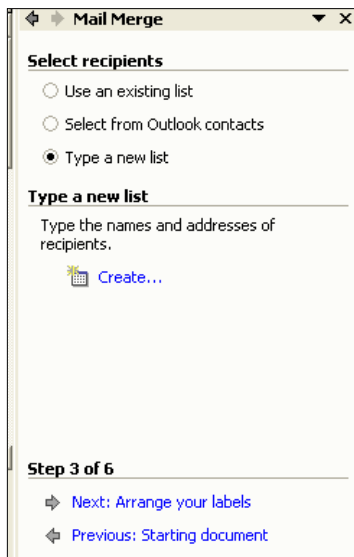
Click the **Mail Merge Recipient** button to edit the Address list.

### To create a data list in Word,

In **Step 3**, choose  **Type a new list** and **Create**.

First, we will fill in the information for *First Name*, *Last Name*, *Address Line 1*, *City*, *State*, and *Postal Code*. Click **New Entry** to add more addresses. Before closing the list, we can **Filter and Sort** the records. This allows you to filter out certain information or sort the records. After we close the address list, we must give our new database a **File name** and **Save** it. This will save the list.

Follow steps 4-6 to finish the merge.



Choose **Customize** to add or remove field names.