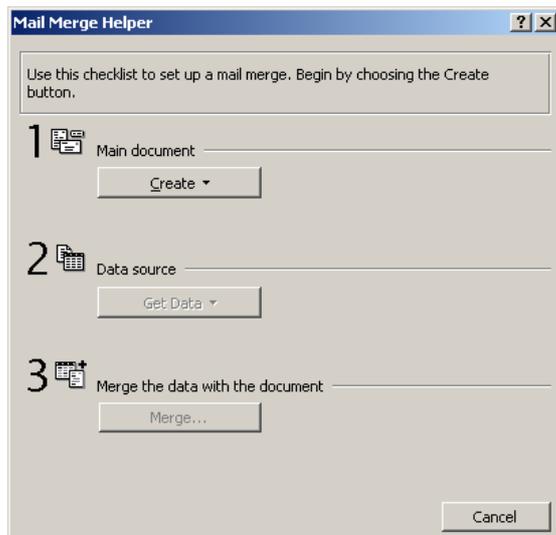


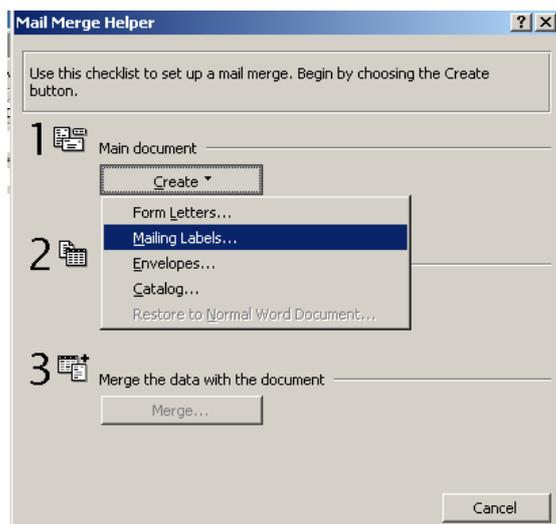
Create mailing labels by merging an address list

Step 1: Create the main document

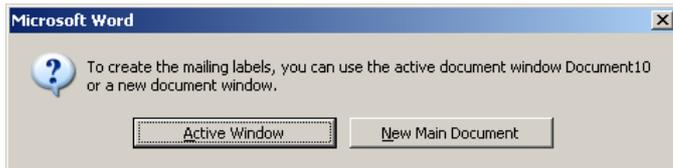
1. Open a new document within Word.
2. On the **Tools** menu, click **Mail Merge**.



3. Under **Main document**, click **Create**, and then click **Mailing Labels**.



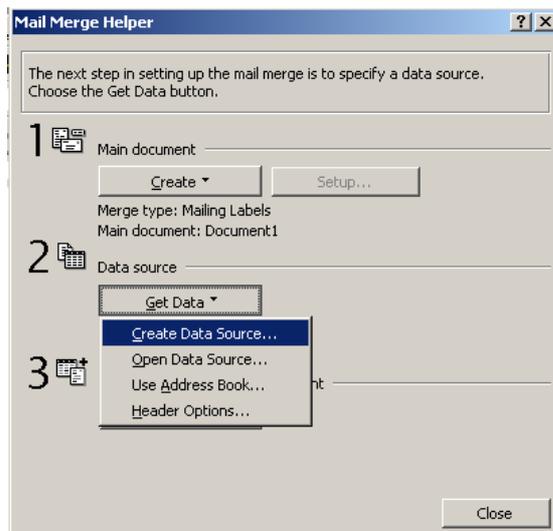
4. Click **Active Window**.



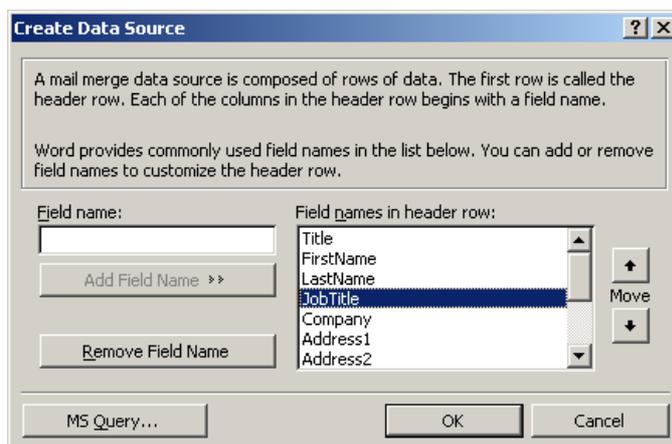
The active document becomes the main document

Step 2: Open or create the data source

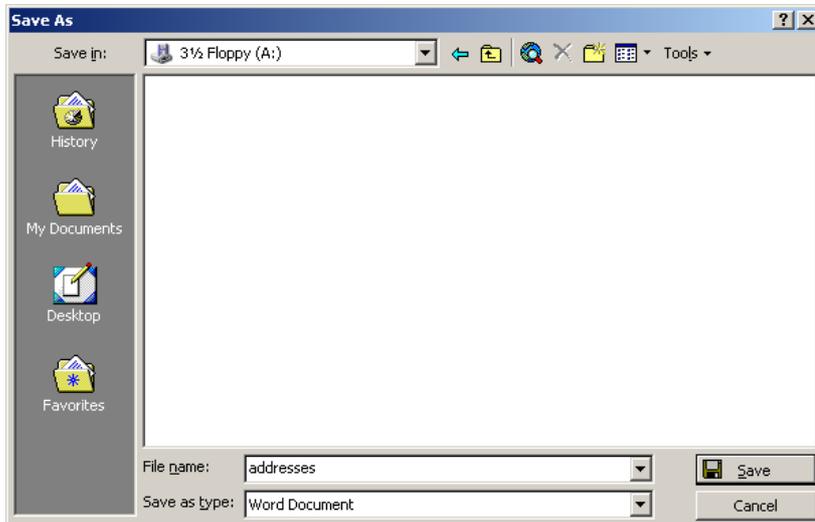
1. If you haven't already stored names and addresses and you want to store the data in a Word table, choose **Get Data** and then the **Create Data Source...** option in the **Mail Merge Helper** box.



2. Select the fields that you wish to remove. Click on each field in the list to be removed and then select **Remove Field Name**. In the following example, First Name, Job Title, Company, State, Home Phone, Work Phone and Country are removed.
3. Fields can also be added. In this case, Initial and County are added. Type in "Initial" in the Field name box and then click on **Add Field Name**. Follow the same procedure to add "County" to the list of field names. It is possible to move the order of the field names within this box using the move buttons:

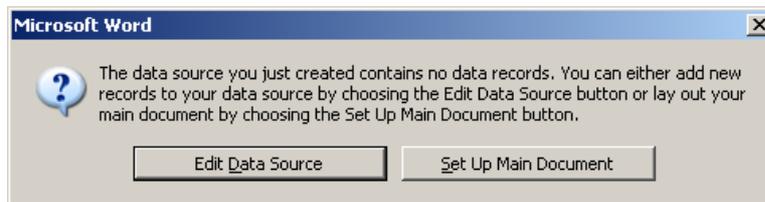


- Click **OK** when you have removed all the fields that are not appropriate and added the new fields.
- Save the document as “addresses”. Click on **OK**.

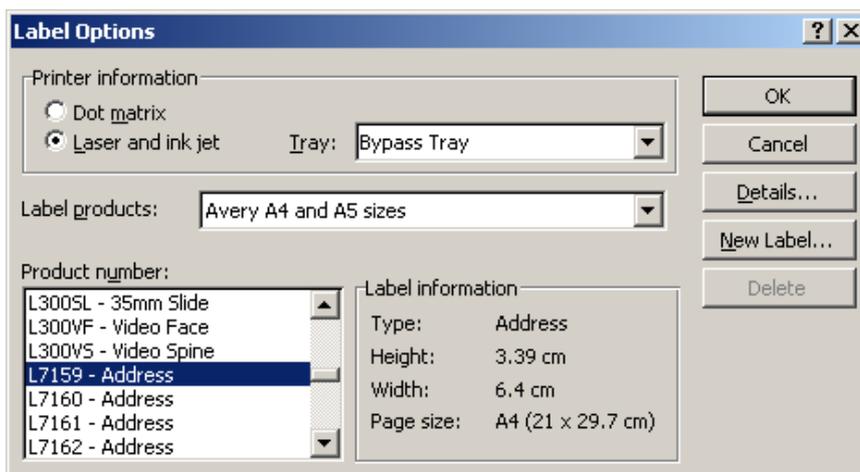


Step 3: Select the label type and insert merge fields

- Under **Main document**, click **Set Up Main Document**.



- Select the type of printer and labels you want to use.

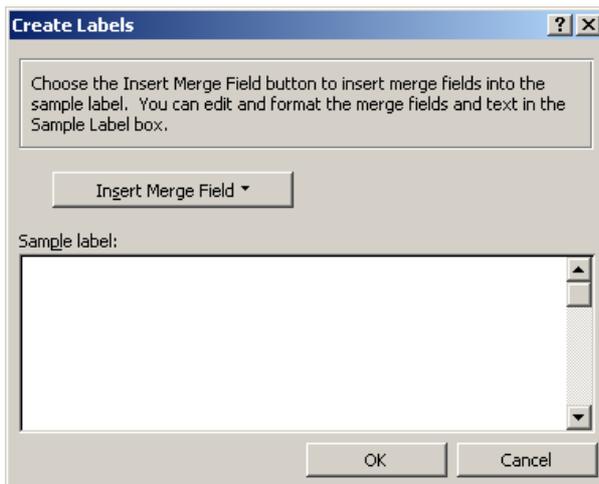


In this case, Avery A4 and A5 address labels (L7159 64 x 33.86mm) were chosen.

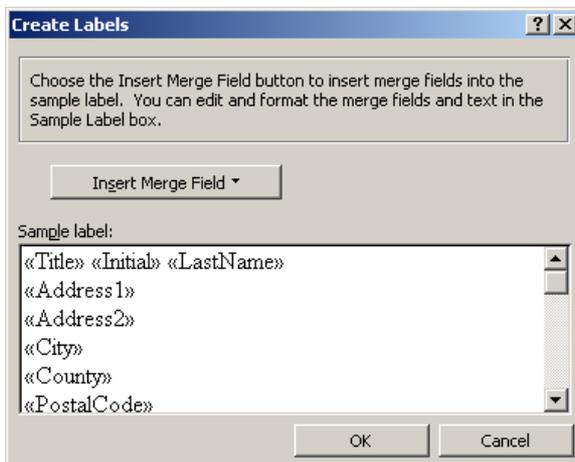
Click on **OK**.

If the type of labels that you want to use is not listed in the **Product number** box, you might be able to use one of the listed labels, or you can create your own custom labels.

3. In the **Create Labels** dialog box, insert merge fields where you want to merge addresses from the data source. To insert a merge field, click **Insert Merge Field**, and then click the field name you want.



Insert the fields: Title, Initial, LastName, Address1, Address2, City, County and PostalCode. Click **OK**.



4. Under **Data Source**, click on **Edit** and choose **Data:A:\addresses.doc**. Once you have typed in your first address, click on **Add New**. A new blank form will appear. Type in the next address into the form and when you have finished typing it, click on **Add New**.

Once you have added all your addresses, click on **OK**.

«Title»«LastName» «Address1» «Address2» «City» «State» «PostalCode»	«Next Record»«Title»«LastName» «Address1» «Address2» «City» «State» «PostalCode»	«Next Record»«Titl» «Address1» «Address2» «City» «State» «PostalCode»
«Next Record»«Title»«LastName» «Address1» «Address2» «City» «State» «PostalCode»	«Next Record»«Title»«LastName» «Address1» «Address2» «City» «State» «PostalCode»	«Next Record»«Titl» «Address1» «Address2» «City» «State» «PostalCode»
«Next Record»«Title»«LastName» «Address1» «Address2»	«Next Record»«Title»«LastName» «Address1» «Address2»	«Next Record»«Titl» «Address1» «Address2»

Step 4: Merge the data into the main document

1. If you want to see how the merged data will appear, you can preview the merged documents using this button:



Mr P. Mitchell 1, Albert Square Walford London E20 2JE	Miss K. Slater 2, Albert Square Walford London E20 2JE	Miss S. Watts 20, Bridge Street Walford London E20 5PZ

2. In the **Mail Merge Helper** dialog box, click **Merge** under **Merge the data with the document**.
3. Make sure the **Don't print blank lines when data fields are empty** button is checked.



4. Do one of the following:
 - o Send the merged labels directly to a printer. Click **Printer** in the **Merge to** box, and then click **Merge**.
 - o Store the merged labels in a new document. Click **New document** in the **Merge to** box, and then click **Merge**. Labels can be reviewed, edited, and printed later.

Alternatives for Step 2:

- o Use data in an existing data source. Under **Data source**, click **Get Data**, and then click **Open Data Source**. Select a Word

document, or a worksheet, database, or other list, and then click **Open**. Click **Set Up Main Document**.

- Use addresses from an electronic address book. Under **Data source**, click **Get Data**, and then click **Use Address Book**. Select an address book, and then click **OK**. Click **Set Up Main Document**.