# 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**.

Mail Merg	e Helper	<u>? ×</u>
Use this c button.	hecklist to set up a mail merge. Begin by choosing the Create	
	Main document	
2 🖿	Data source Get Data *	
3 🖷	Merge the data with the document	
	Can	cel

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

Mail Merg	e Helper	? ×
Use this c button.	hecklist to set up a mail merge. Begin by choosing the Create	
	Main document	
	Form Letters	
ີ 🖬	Mailing Labels	
Ζ 🕮	Envelopes	
	<u>⊂</u> atalog	
	Restore to Normal Word Document	
3吋	Merge the data with the document	
	6.00	
	Can	CEI

4. Click Active Window.

Microsoft Word	×
To create the mailing labels, you can u or a new document window.	se the active document window Document10
Active Window	New Main Document

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.

18	Main document		
	<u>⊂</u> reate ▼	Setup	
	Merge type: Mailing Labels		
<u>ງ</u> ເພ	Main document: Document1		
Z 🕮	Data source		
	<u>G</u> et Data ▼		
	<u>C</u> reate Data Source		
2 mt	Open Data Source		
2 HB	Use <u>A</u> ddress Book	ht	
	Header Options		

- 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:

+
Move
+

reate Data Source	? >		
A mail merge data source is con header row. Each of the column	nposed of rows of data. The first row is called the ns in the header row begins with a field name.		
Word provides commonly used field names in the list below. You can add or remove field names to customize the header row.			
<u>Fi</u> eld name:	Field <u>n</u> ames in header row:		
Add Field Name >>	Title		
<u>R</u> emove Field Name	Company Address1 Address2		
MS Query	OK Cancel		

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



## Step 3: Select the label type and insert merge fields

1. Under Main document, click Set Up Main Document.



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

Label Options		? ×
Printer information         C Dot matrix         • Laser and ink jet	Bypass Tray	OK Cancel
Label products: Avery A4 and A5	sizes	<u>D</u> etails <u>N</u> ew Label
Product number: L300SL - 35mm Slide L300VF - Video Face L300VS - Video Spine L7159 - Address L7160 - Address L7161 - Address L7162 - Address	Label information Type: Address Height: 3.39 cm Width: 6.4 cm Page size: A4 (21 × 29.7 cm)	Delete

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.

Create Labels		<u>?×</u>
Choose the Insert Merge Field butto sample label. You can edit and form Sample Label box.	on to insert merge f hat the merge fields	ields into the and text in the
Ingert Merge Field 🔻		
		<u> </u>
		-
1	ОК	Cancel

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

Create Labels		? ×
Choose the Insert Merge Field butto sample label. You can edit and form. Sample Label box.	n to insert merge fi at the merge fields	elds into the and text in the
Insert Merge Field *		
Sample label:		
«The» «Innual» «L'astivaine»		
«Address2»		
«City»		
«County»		
«PostalCode»		•
	ок	Cancel

 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.

Title:	Mr		ОК
Initial:	Ρ.		Add New
.astName:	Mitchell		
Address1:	1, Albert Square		Delete
Address2:	Walford		Re <u>s</u> tore
City:	London		Find
County:			
PostalCode:	E20 2JE		View Source
		-	

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

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



Г

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

Merge	<u>? ×</u>
Merge to:	<u>M</u> erge
New document Setup	Cancel
Records to be merged	Check <u>E</u> rrors
When merging records	Query Options
<ul> <li>Don't print blank lines when data fields are empty.</li> <li>Print blank lines when data fields are empty.</li> </ul>	
No query options have been set.	

- 4. Do one of the following:
  - Send the merged labels directly to a printer. Click **Printer** in the **Merge to** box, and then click **Merge**.
  - 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:

 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.