

Mailing Labels

When you create mailing labels in Word you can save them for future use (like a template). In this document, we have explained how to create one from scratch and later how to open existing labels.

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Creating Mailing Labels

Mail Merge lets you create labels. You may want to create mailing labels with names and addresses or simply place cards, with Names and Business. You can use the information from an existing data document or you can create a new one.

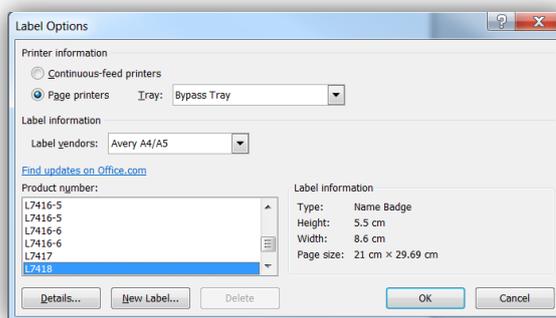
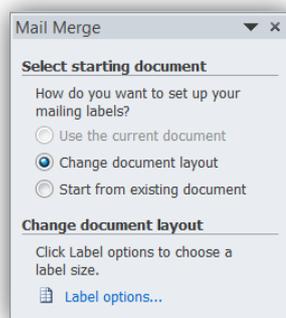
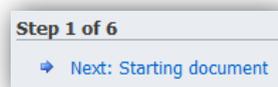
If you do not have all the information for an address or you have more lines of information in some addresses compared with others you can elect to have Word close up the blank spaces.

Before you start, make sure you know;

- What **Label vendors** you are using. (for example you may want to print it on **Avery**)
- What **Product number** you are using. (for example you may want to print it on **L7418**)
- Make sure you have chosen the right printer.

To start labels

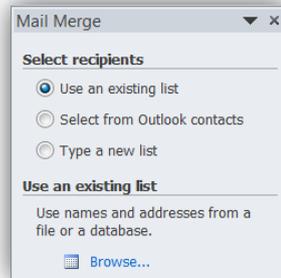
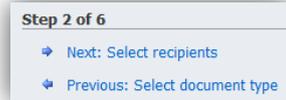
- From the **Mailings** tab, click on **Start Mail Merge** command.
- Select **Step by Step Mail Merge Wizard** from the drop down list.
The Mail Merge Task Pane opens
- Under Select document type, choose Labels.
- Click on **Next: Starting document**.
(at the bottom of the Task Pane)
- Under Select starting document, choose Change document layout.
- Under **Change document layout**, click **Label Options...**
The Label Options dialog box is displayed.
- Select the appropriate printer tray.



- From the **Label products** list select the appropriate label product. (e.g. Avery A4/A5)
You will need to refer to the packaging of your labels for this information.
- From the **Product number** list select the appropriate product number. (e.g. L7418)
You will need to refer to the packaging of your labels for this information.
- Click **OK**. The page is now divided columns and rows that correspond to the labels you have specified. You probably can't see it because there are no borders by default.

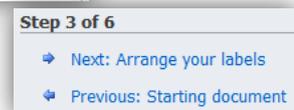
Data Source From here you can select the file with the data you require.

- Click on **Next: Select Recipients**.
- Under **Select recipients** choose **Use an existing list**.
- Click on **Browse**. The Select Data Source dialog box opens.
- Locate and select the "people list" file. It's probably an Excel spreadsheet.
- Click **Open** and the **Select Table** dialog box opens.
These are the tabs in the workbook. For example Sheet 1.



- Select Sheet 1 and click OK and the Mail Merge Recipients dialog box opens.
- Check to see the people on the list. De-select any blanks or people you don't want to send an invitation to.
- Click OK. Now these people (on the spreadsheet) are linked to your Main document. Your document should look something like the following;
The first "label" is blank and the other labels have the <<Next Record>> field inserted.

	<<Next Record>>
<<Next Record>>	<<Next Record>>
<<Next Record>>	<<Next Record>>

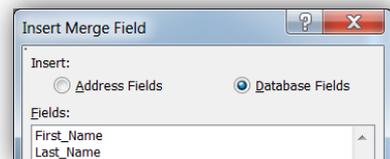


- Click **Next: Arrange your labels**.

Insert fields You have now created the label layout and need to indicate what information (data) you want to display on the labels.

- Click in the first blank label and choose **More Items** from the Task Pane. This allows you to choose your fields individually.
- Make sure the **Database Fields** is selected.
- Click on the first field you want. In this case the First_name.
- Click **Insert**
- Click on other fields you want and press **Insert** each time. (You could simply double click each one)
- When you have all your fields, click **Close**.
All the selected fields appear together where your cursor was in the blank cell.
- Click between the first and second fields ① and press the **spacebar** to put a space between the fields

 More items...



<<First_Name>><<Last_Name>>

①

- Continue doing this for all the fields, using the **Spacebar** for a space and **Enter** to put the field on a new line.
It should now look something like this;
- At this stage you can format the font of the field.
For example make the name field **Tahoma** and size 18

```
«First_name» «Last_name»
«Address»
«Town» «State»
«Pcode»
```

- Click **Update all labels**.
This will merge all recipients' details into the one document instead of creating a separate document for each recipient.

Update all labels

View merge You will now see how the labels look.

- Click on **Next: Preview your labels** to preview the merged labels committing it to a printer or a file.

Step 4 of 6
 Next: Preview your labels
 Previous: Select recipients

- If you want to view other recipients, use the next and previous buttons under **Preview your letters**. See the Warning

< Recipient: 1 >

Warning this will give a distorted view of your page of labels because it previews the recipient you choose in the top left box only and hiding previous records. It doesn't mean they are missing but simply appear in a different order on the screen. To see how the page will look choose Recipient 1

- If you want to make changes click **Previous: Arrange your labels**.

Merge documents You will now merge the document.

- Click **Next: Complete the merge**.
All mailing labels should appear on the one page.

Step 5 of 6
 Next: Complete the merge
 Previous: Arrange your labels

Preview the document Rather than printing this document, you look at the Print Preview.

- From the **File** Tab, choose **Print** (not in the wizard) to view the labels in Print Preview.
- **Close** Print Preview

Print If you want to print your labels.

- Under **Merge**, choose **Print** To open the print box.
- Choose **All** (or the amount of pages) and click **OK** to open the Print Dialog box.
- Click **OK** to print the labels.

Merge
 Print...
 Edit individual labels...

Save the document

- From the **File** tab, choose **Save** to open the **Save** Dialog box.

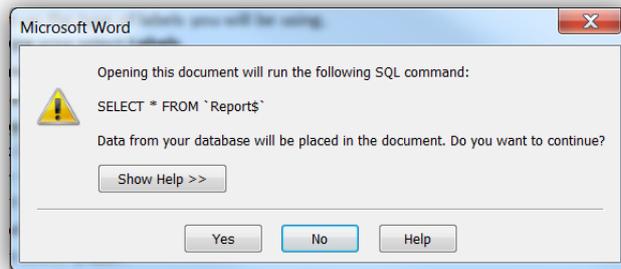
Close files Close all files that are open, saving any if you are asked to.

Using existing Mailing Labels

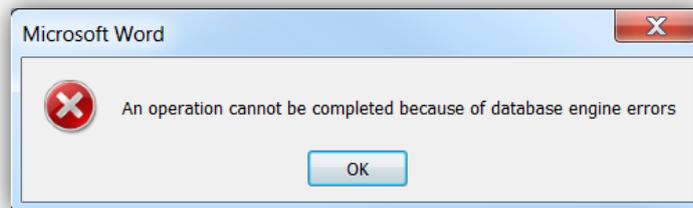
You may need to re-use the mailing labels you previously created. In Word the links are held in the document, so nothing changes. In theory when you open it again, it should populate with the same data, if the data file has not changed. The changes would be, moving the file to another place, changing the data file name or changing the field headings. If anything does change you can correct it as you go.

To start labels

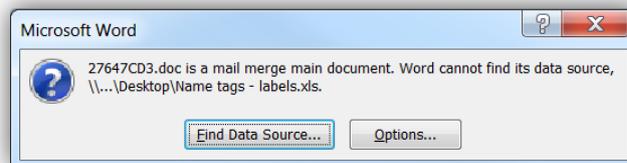
- Open the existing mailing labels document.
Word recognises the mailing labels and searches for the existing data and brings up a dialog box about the data.



- If you click **Yes**, Word opens the document with the existing data.
 - If it can't find the data it will give the user another dialog box.



- Press **OK** and Word will ask for a new location/file.
- If you get the following dialog box, press **Find Data Source** and it will allow the user to find the data source.



- Locate and open the data source and the **Select Table** dialog box opens. These are the tabs in the workbook. For example Sheet 1.
- Choose the data source tab and click **OK**
- Word will open the labels in the same format with the new data.

To reduce the chance of something going wrong;

- Try to use the same Data source (spreadsheet) with the same file name.
- Leave this in the same location.
- Don't change the field names (Last_name)
- You can however change the data. For example you can remove or add people to the data source.