

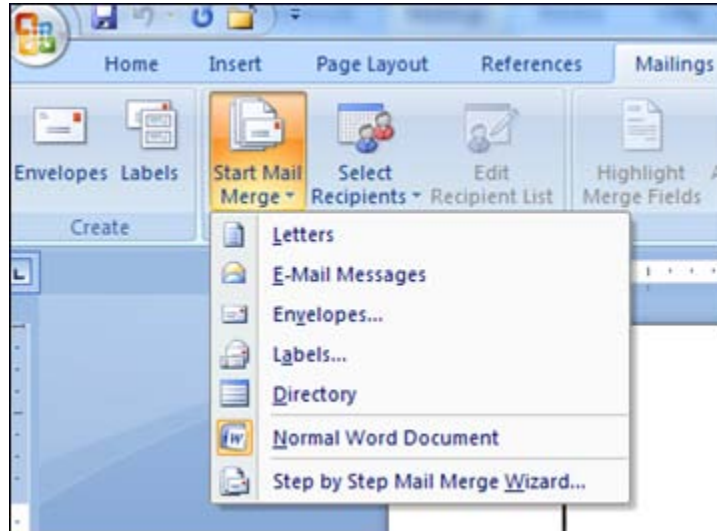
Generating Labels with Microsoft Wizard

This tutorial uses Microsoft Word Mail Merge Wizard from version 2007 of office.

Open a new blank page in Microsoft Word.

Open the **Mailings** tab. Click **Start Mail Merge**

Select **Step by Step Mail Merge Wizard...**

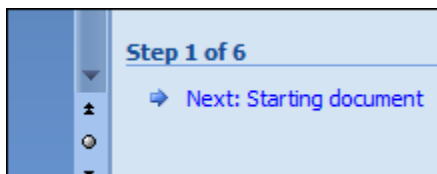


The right of the screen opens a window for step one.

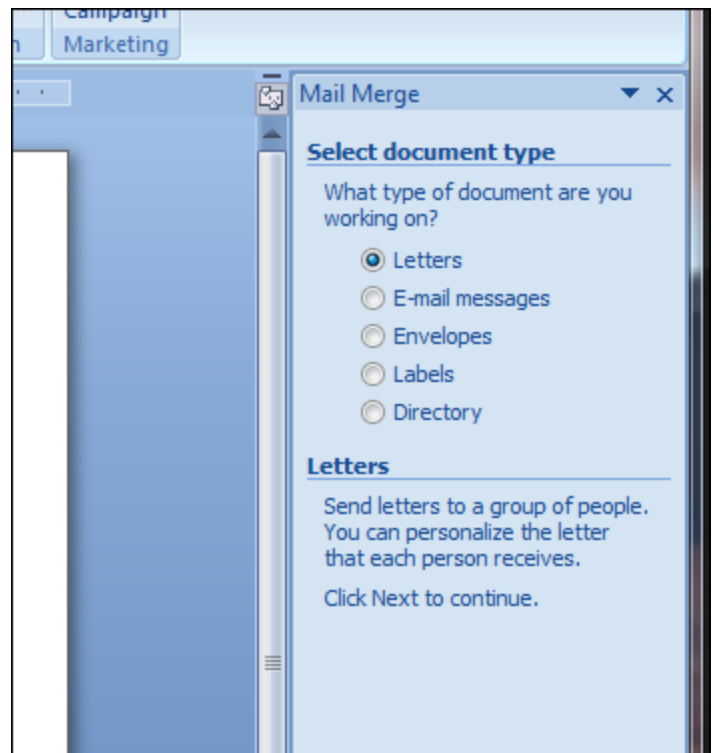
Select the type of document, in this case **Labels**. Below is a description of the label function.

If you want to write a letter to your Holiday list, then select **letters** and follow the Wizard steps. It will be similar to the instruction for labels which follows

At the bottom of the window is the next step to be taken. We are now on Step1 of 6 and the next step is; **Next: Starting Document**



Click the arrow

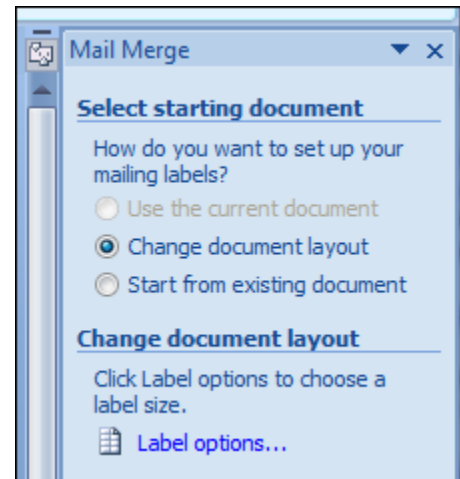


Tutorial for Microsoft Word Mail Merge for Label

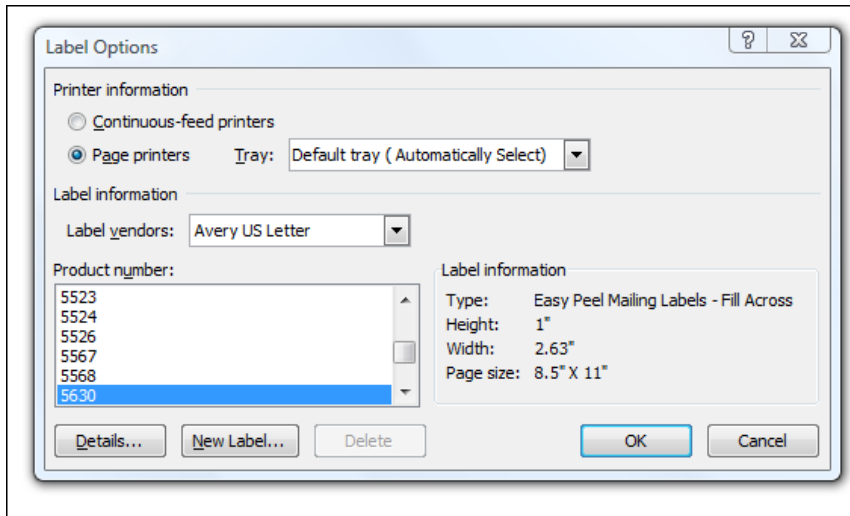
On the next screen select **Change document layout**.

Then click **Label Options**

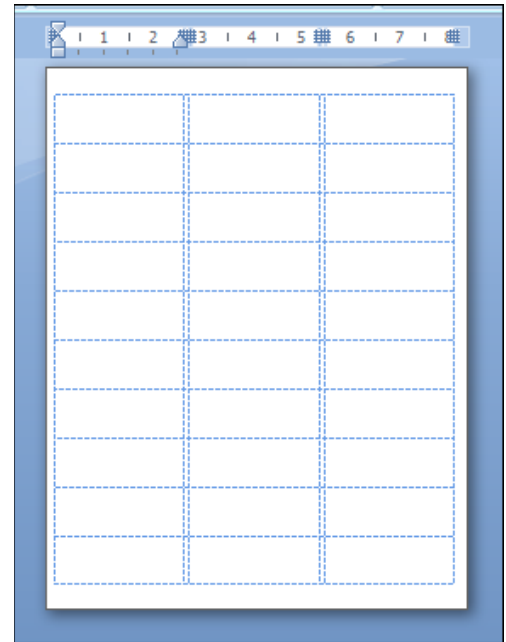
Select your **Label Vendor** (Generally Avery or generic brand). In the Product Number, select the appropriate number. If generic, the box generally indicated the corresponding Avery number. If you don't find a corresponding number, scroll down and look at the label Information on the right. For example "5630" is for a sheet of 1" high by 2.63" wide (1 x 2 and 5/8). There will be 30 labels per sheet. When done, click **OK**. Word will present the



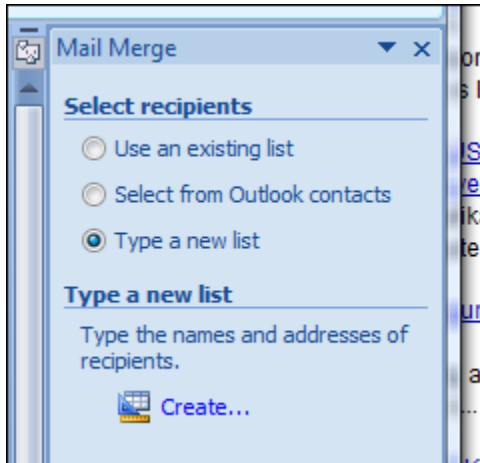
outline of the label sheet (In this case 30 labels)



The window reflects now the way the labels will appear on your paper.



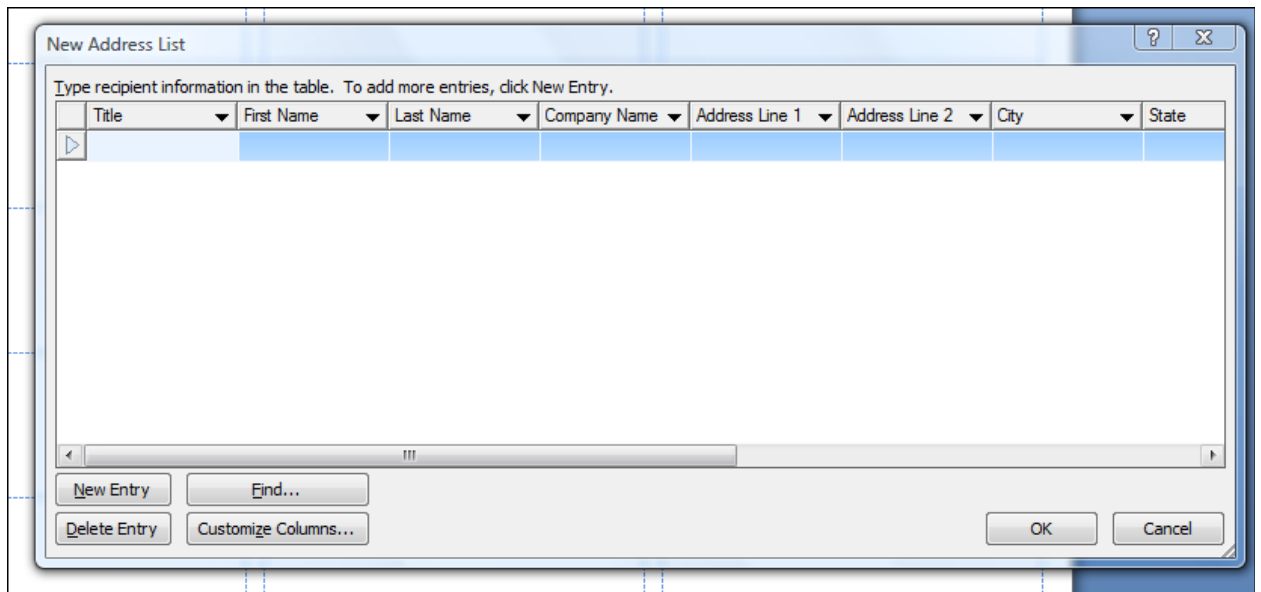
At the bottom click the arrow for the next step (3) **Select Recipients**.



On the next screen, click the option needed.

If you don't have an address list you can generate one by clicking **Type a new list** and then **create**.

The data entry screen opens. Each line will represent a separate label.



If the columns do not fit your need, use the customize Columns options where you can add or remove columns.

When you have entered all your addresses, click **OK**.

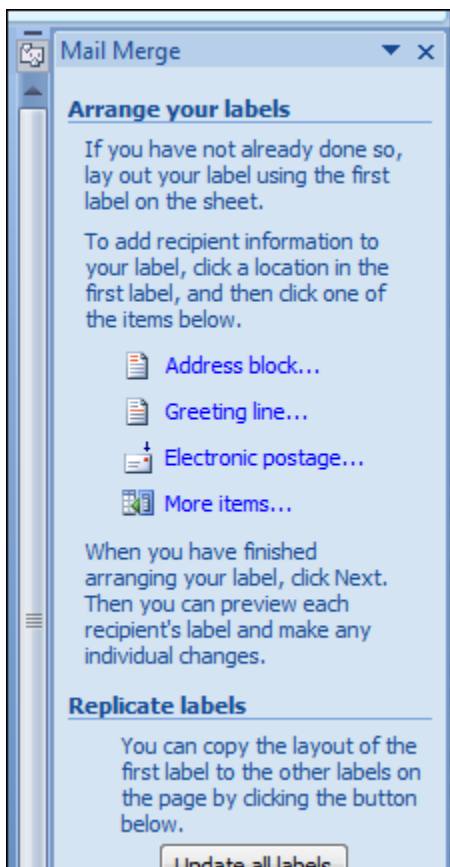
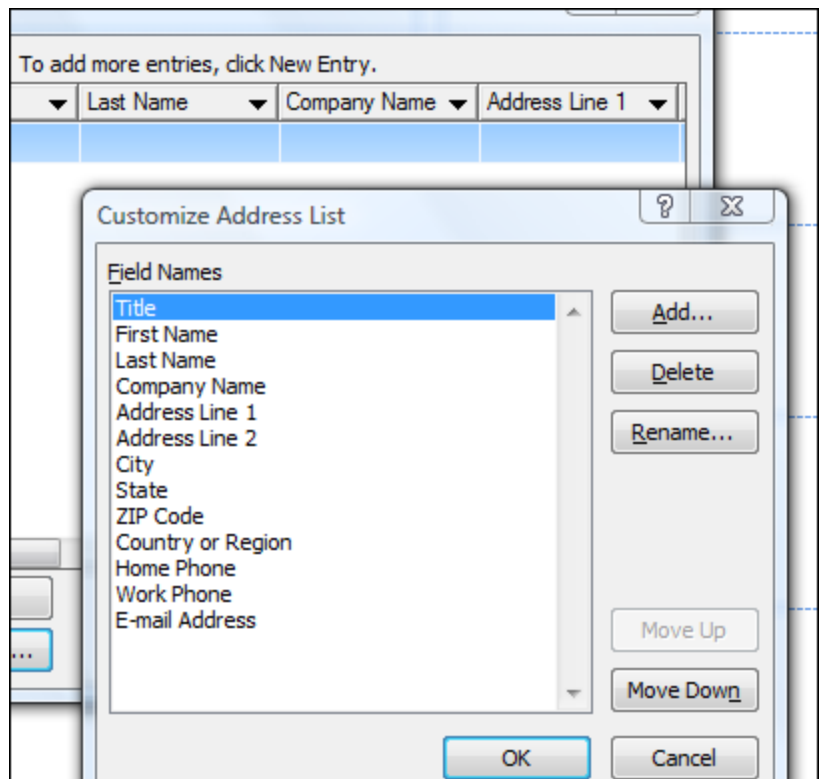
You will be asked to name the file for saving. Chose the location where you save your data. When done the program returns to the Label outline with field included.

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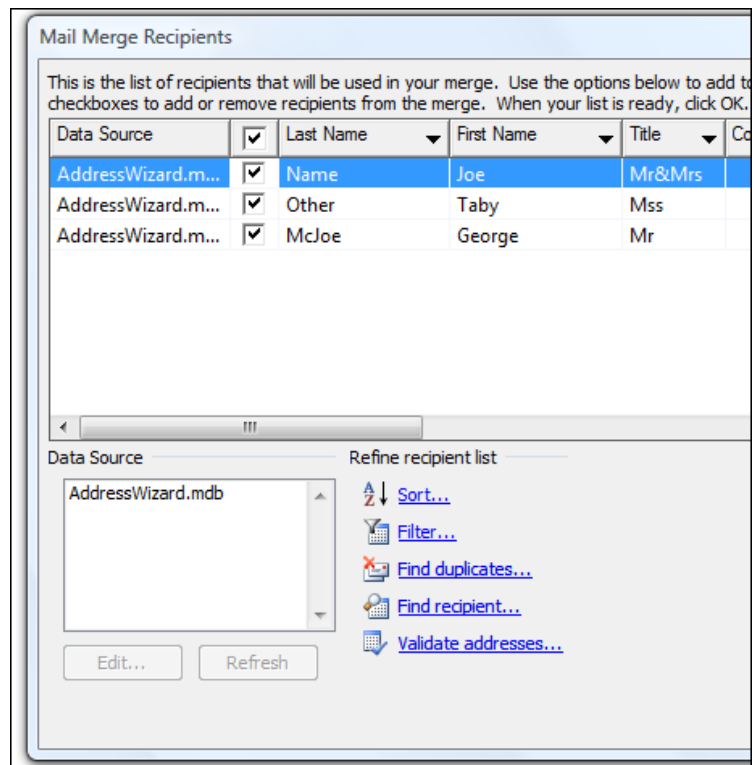
If you use the Use Existing List option in the Select Recipients drop down menu, select the file were you have your address list. Microsoft word accepts many kinds of files (Excel, Outlook, Word table, commas delimited file, etc.) You will see the list of possible file extensions on the right of file name when selecting the data source.

Using **Existing list**, select the file where you have your database. The window that opens allow you to deselect names you don't want to make label for. You also have options to sort, filter, and find duplicate, etc.

Click **OK** when satisfied



Click **Next:**
Write your letter

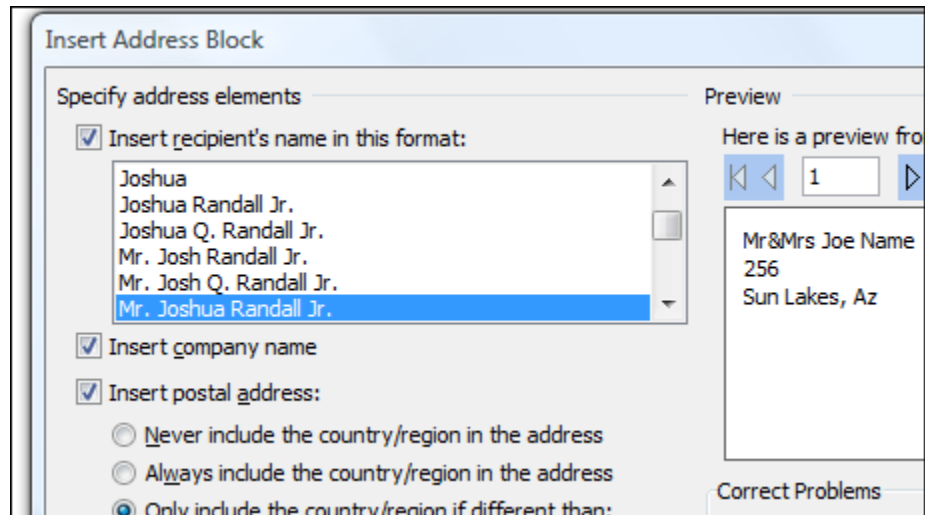


On step 4 you have the option to use **Address Block** or **More Items** which allows you to select from the list of fields and place them exactly the way you like.

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Address Block is a preset selection for the address format.

If you chose this option you will have control of the format as follows

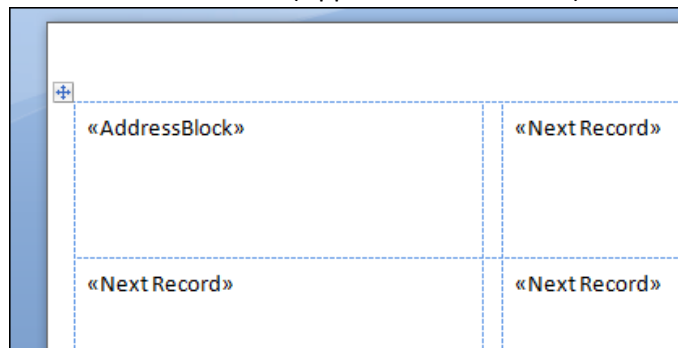


More Items allows the selection of field.

Click **OK**.

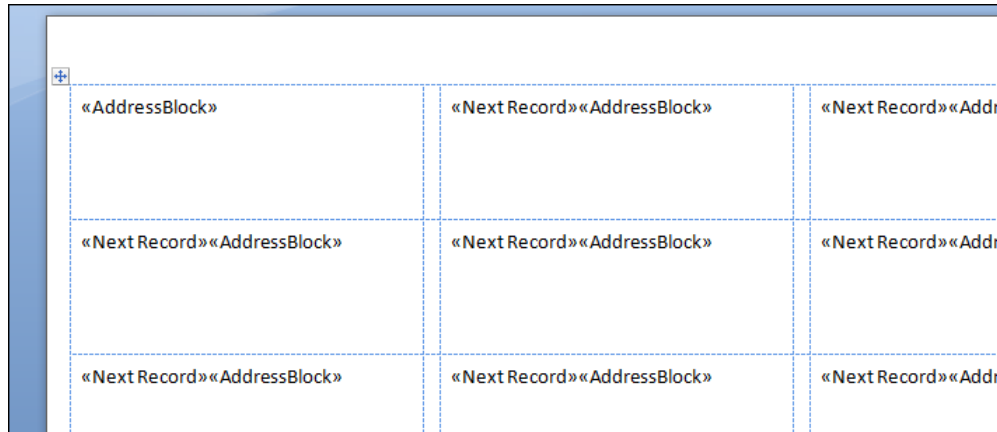
The program will insert the proper fields in the first address label block (Upper left hand corner)

Click **Update All Labels** to fill all label blocks in the page.



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Step 5 give you a preview of your labels. You will have one more chance to edit your address list (***Edit recipient list...***)



Click ***Next: Complete the merge***

You are almost there.

Click ***Print*** or ***Edit Individual Labels...***

It is recommended that you print page one of your label list on a blank sheet of paper to make sure everything is aligned and print the way you want before you actually use the Peel off Label sheet.

Have fun.

