

How to Use Mail Merge to Create Mailing Labels in Word

From: <https://support.microsoft.com/en-us/kb/294684> (edited for clarity)

This article describes how to use the Mail Merge feature in Microsoft Word to create labels. A mail merge involves merging a main document with a data source.

A main document contains the text and other items that remain the same in each label. A data source contains the information that changes in each label, such as the name and address of each recipient.

Merge fields that you insert into the main document instruct Word where to print information from the data source. When you perform the mail merge, Word replaces merge fields in the main document with information from the data source. Each row (or record) in the data source produces an individual label.

Create an address book spreadsheet in Excel. This is your data source. It is helpful to have information in separate columns to easily sort, filter, etc.

	A	B	C	D	E	F
1	First name	Last name	Address	City	State	Zip
2	Adam	Brown	148 Main St	La Crosse	WI	54601
3	Shirley	Temple	500 Hollywood Blvd	Los Angeles	CA	12201
4	John	Doe	123 Any Street	Happy Town	WI	16350

Create the mailing label document

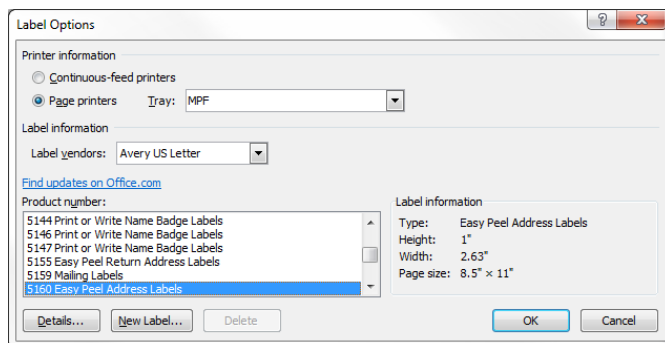
Start a new document to create new labels, or open an existing document that you used previously to merge labels.

Microsoft Office Word 2007 or later versions of Word

On the Mailings tab, click Start Mail Merge, and then click Step by Step Mail Merge Wizard. This will open a set of directions on the right side of the screen that we will be following.

1. Under Select document type, click Labels, and then click Next: Starting Document. (way at the bottom right of the screen)
2. Under **Select starting document**, click **Change document layout**.

Click **Label options**. The **Label Options** dialog box appears. Select the type of printer (page printers), the label vendor, and the product number. If you are using a custom label, click **Details**, and then type the size of the label. Click **OK** after completing.

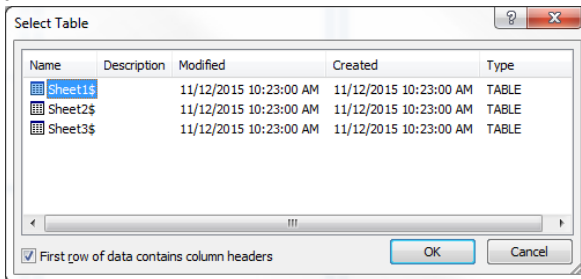


Click **Next: Select Recipients**.

Select a Data Source

- Under **Select recipients**, click **Use an existing list**, and then click **Browse** under the **Use an existing list** heading. The **Select Data Source** dialog box appears.

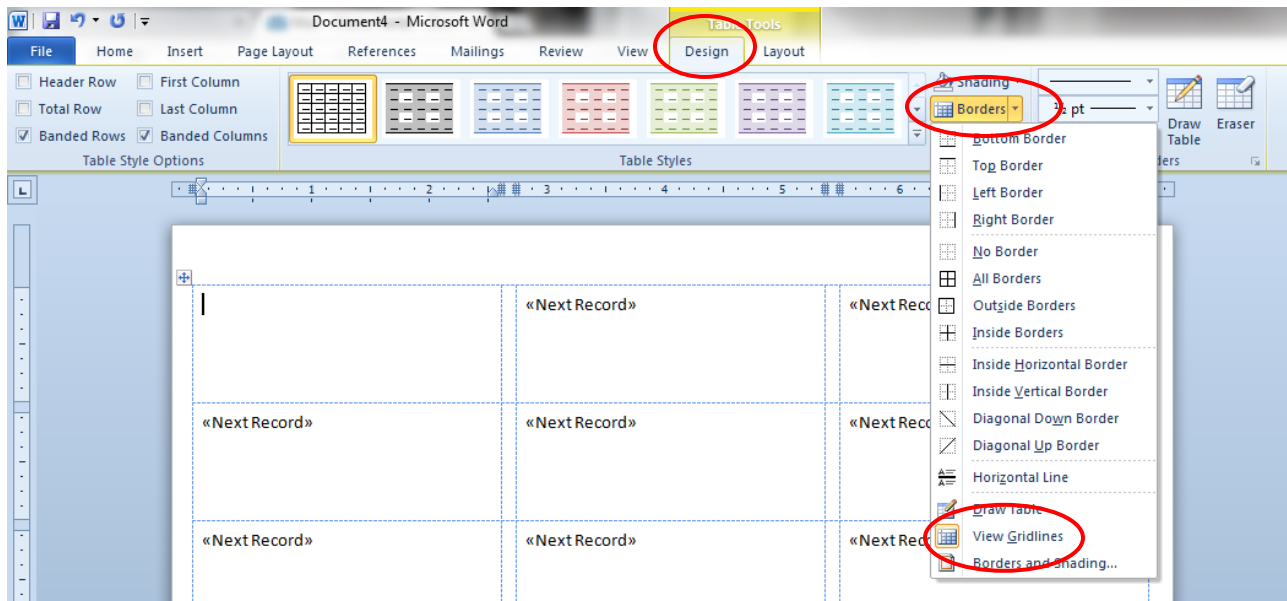
Click the appropriate drive and folder, select the file that you want to use, and then click **Open**. Your data is probably in Sheet 1, so click OK. (If you renamed your sheet, it would have that name instead of Sheet1\$.) Also make sure to have the box checked if your first row contains headers.



Word displays the **Mail Merge Recipients** dialog box for you to select specific recipients. When you finish, click **OK**.

Your labels are displayed. You will see <<Next Record>>. This is good!

If you want to see grid lines, look for the yellow **Table Tools** ribbon, and click **Design**. Then click **Borders** and then click **View Gridlines** near the bottom.



Click **Next**: Arrange your labels.

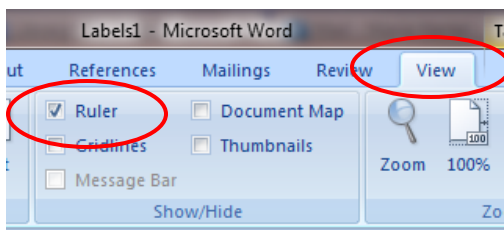
Edit the label document

4. In the **Mail Merge** task pane, verify that the **Arrange your labels** step is displayed. In this step, you can lay out your labels.
 - i. Word displays the items that you can use to lay out your labels, such as **Address block**. After clicking in the first label where you want to insert, click to select an item to display there.

Note: Use the **More items** options to add specific fields. This feature is useful if there is some difficulty in laying out a data block, such as Address on the label. The **Insert Merge Field** allows you to select a field in the block separately, such as First Name, Address1 or City, so you can insert fields anywhere you like on the label.

Note: Before clicking **More items**, click in the label where you want to insert the merge fields that represent where Word will print the information from the data source. Make sure that you type any spaces or punctuation that you want between two merge fields or after a merge field, if needed.

- ii. Verify desired label design is shown in the **Preview** window then click **OK**. <<Address Block>> appears in your labels if you select **Address block**.
 - iii. When you finish setting up one label, click **Update all labels** to replicate all labels.
 - iv. Click **Next: Preview your labels** to preview your merged data.
5. Take time to edit your document. You can change fonts, spacing, etc. I would advise editing the label to add more space at the left edge of your text. To do this:
 - a. Make sure you can see the ruler. Go to the View ribbon, and check the Ruler box



- b. Select All (CTRL+A)
 - c. Move the First line indent arrow to the right.



Save your document at this point. This will save a version with the general merged fields, and will make it easier to update this document later. Maybe name it something like "address label template" so you know it isn't the finished product.

★ **Tip** In this saved version, you can click **Preview Results** (on the Mailings Ribbon) to toggle back and forth to see the data fields.

Click **Next: Complete the merge**

Perform the merge

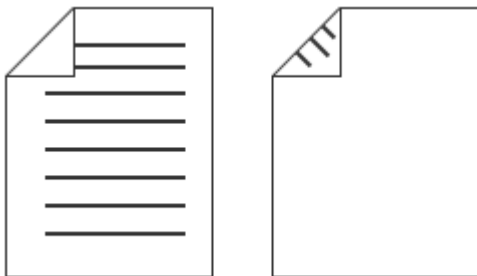
In the Mail Merge task pane, verify that the Complete the merge step is displayed.

6. To merge on the screen, click **Edit individual labels**. The Merge to new document dialog box appears, so that you can select which records to merge. Select **All** and Click **OK** to merge the labels. You can view the labels before you print them.

After the merged document appears on the screen, you can save it as a separate document. Maybe call it something like "address labels final." Note that in this saved version, you can't toggle back and forth between the **Preview Results** and data fields. You can edit further if you want, but remember that you will be editing the final document, and not the label template.

Printing

1. Do a test print! This is a must, even if you think they will print fine. Print on regular paper first, and hold it up to your labels to see if they will fit.
2. Insert the labels in your printer. Make sure you have the correct orientation (face up/face down). Look for a picture on your printer.



3. Print the merged document by clicking **File** and then **Print**.

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