

How do I create mailing labels using Excel data in Word?

For Word 2007

Answer:

- Open Word
- On the **Mailings** tab, in the **Start Mail Merge** group, click **Start Mail Merge**.
- Click **Labels**.
- Choose appropriate label and click **OK**.
- Click **Select Recipients** and select **Use Existing List**.
- Browse to Excel file in appropriate folder.
- Click **Open**.
- Choose appropriate sheet and click **OK**.
- Add any of the following from the **Write & Insert Fields** group:
 - Address Block with name, address, and other information
 - Click **Address Block**.
 - In the **Insert Address Block** dialog box, select the address elements that you want to include and the formats you want, and then click **OK**.
 - If the **Match Fields** dialog box appears, Word may have been unable to find some of the information that is required for the address block. Click the arrow next to (not matched), and then select the field from your data source that corresponds to the field that is required for the mail merge.
 - Individual fields
 - You can insert information from individual fields, such as first name, telephone number, or the amount of a contribution from a list of donors. To quickly add a field from your data file to the label main document, click the arrow next to **Insert Merge Field**, and then click the field name.
- When you finish setting up the first label the way you want it, in the **Write & Insert Fields** group, click **Update Labels**.
- Click **Preview Results**.
- Click **Finish & Merge**, and then click **Print Documents**.

For Word 2003

Answer:

Open Word

- From the **Tools** menu, choose **Letters and Mailings, Mail Merge**.
- In right hand pane, choose **Labels**.
- Click **Next: Starting document**.
- Click **Label Options**.
- Choose appropriate label and click **OK**.
- Click **Next: Select Recipients**.
- Click **Browse** and browse to Excel file in appropriate folder.
- Click **Open**.
- Choose appropriate sheet and click **OK**.
- A list of recipients will appear. All will be checked by default.
- Click **Next: Arrange your labels**.
- Click **More Items**.
- Click the name of the field and click **Insert**. Do this for all fields you want on the label.
- Click **close**.
- Go back to the label that contains the field names just inserted and put in spaces and returns where needed.
- Click **Update all labels**.
- Click **Next: Preview your labels**.
- Click **Next: Complete the Merge**.
- Click **Print** to print the labels.