

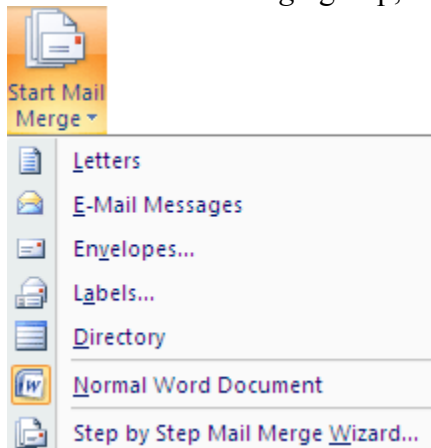
Creating Merged Mailing Labels

Begin the process of creating mail merge labels by setting up your external database.

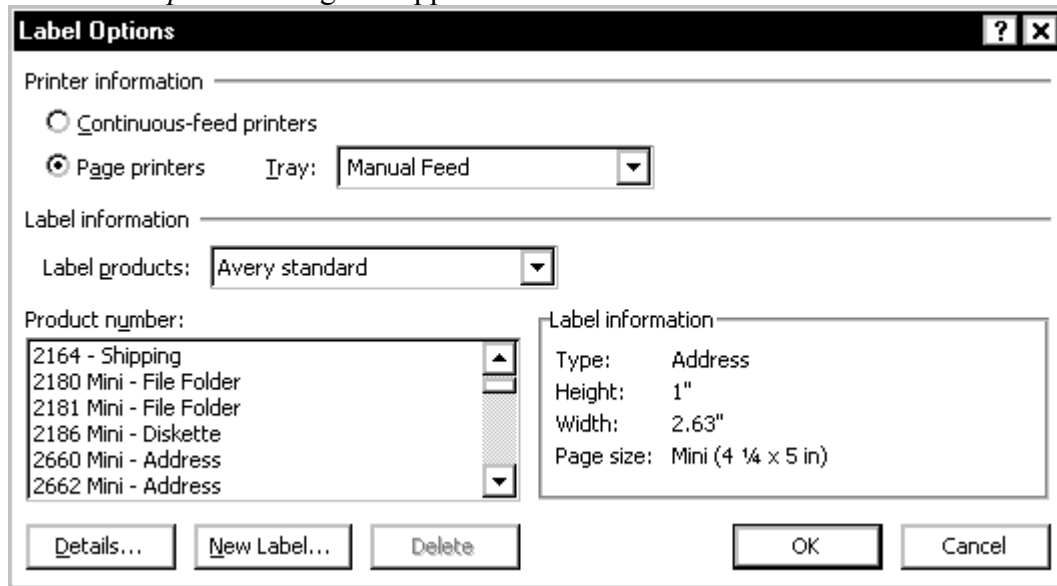
1. Open a blank Excel Spreadsheet
2. Across the top, type a label for each column such as Name, street, etc.
3. Enter your data in the correct columns. Drop and drag (or copy and paste) to repeat the same data down a column.
4. You can have several sheets (named at the bottom) in your spreadsheet database.
5. The data can be sorted here or when creating your labels.
6. Save this spreadsheet.
7. Always make changes to the data in this spreadsheet and save before creating labels.

Begin your labels by setting them up in Word 2007.

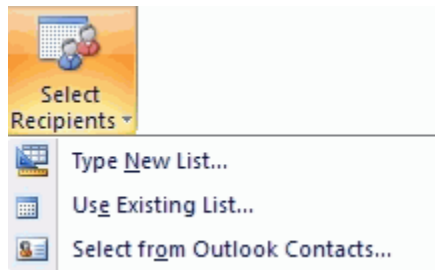
1. Open a blank Word document
2. From the *Ribbon*, select the **Mailings** tab
3. In the *Start Mail Merge* group, click **START MAIL MERGE** » select **Labels...**



The *Label Options* dialog box appears.



7. From the *Label products* pull-down list, select the brand name of your labels
8. From the *Product number* scroll box, select the product number of your labels
9. To specify the paper source for printing, from the *Tray* pull-down list, make the appropriate selection
10. Click **OK**
11. In the *Start Mail Merge* group, click **SELECT RECIPIENTS** » select ***Use Existing List...***

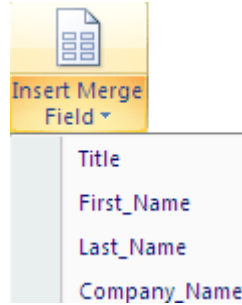



The *Select Data Source* dialog box appears.

12. From the *Look in* pull-down list, locate the Excel spreadsheet that you created with your data.
13. Click **OPEN**
14. To select the recipient(s) you want to include in your mail merge,
 - a. In the *Start Mail Merge* group, click **EDIT RECIPIENT LIST**
 - b. Select the recipients

NOTE: A recipient is selected if the checkbox beside their entry is selected.
15. Click **OK**
16. To insert merge fields,
 - a. Position the insertion point in the top left label

- b. In the *Write & Insert Fields* group, click **INSERT MERGE FIELD** » select the desired field



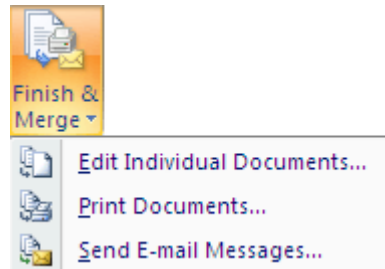
17. To use the same fields and layout for each record, in the *Write & Insert Fields* group, click **UPDATE LABELS**  Update Labels

18. When finished, click **PREVIEW RESULTS**
A preview of your label(s) appears.

19. OPTIONAL: To preview your document with other recipients' information, in the *Preview Results* section, click the arrows

20. To print the labels,

- a. Click **FINISH & MERGE** » select *Print Documents...*



The *Merge to Printer* dialog box appears.

- b. To print labels for all of your records, select *All*
To print a label for only the record displayed, select *Current record*
To print labels for only certain records, enter a range in the text boxes
- c. Click **OK**
The *Print* dialog box appears.
- d. Make any necessary adjustment.
- e. Click **OK**

To make changes to the labels,

- f. Click **FINISH & MERGE** » select *Edit Individual Documents...*
The *Merge to New Document* dialog box appears.
- g. Make the appropriate selection
- h. Click **OK**
- i. Make the appropriate changes in the new document that appears
- j. Save the labels.