Lesson 1 Mail Merge – Labels

Mail Merge is a useful tool that allows you to produce multiple letters, labels, envelopes, name tags, and more using information stored in a list, database, or spreadsheet. When performing a **Mail Merge**, you will need a **Word document** (you can start with an existing one or create a new one) and a **recipient list**, which is typically an **Excel workbook**.   This is a multistep processes.

1.   Open up Excel and you will discover several logical fields I have provided for you to use in this assignment. First Name – Last Name   - Address – city state Zip Code. Save and close this file when you have entered your own information.
2. Open up Microsoft word
3. Click on Mailings ribbon at the top of the screen
4. Click on Start Mail Merge left side of the ribbon. Click the little down arrow.
5. Pull down window will appear (Step by Step Mail Merge Wizard) click on this and a pull down menu will appear on the far right.
6. You will see many options, choose ==Labels== for this lesson.
7. Bottom step 1 of 6 Next ==Starting document.==
8. Next choose ==Label Options==
   a. Avery US/Letter **5160**
   b. To see outline of labels fields choose Layout and at the far left Grid lines.
9. Next: ==Select recipients== -- These are the people listed in Excel.
10. Browse to find Excel for labels
    a. First row of labels contains headers
    b. Click next you will see everyone displayed Then OK.
11. Next: Arrange your Labels

Two Methods

12. **Method One (1)**   ==More Items==… ==EASIER FIRST TIME==
    a. Enter each file and place fields in the proper place.
    b. Update all labels
    c. Next preview your labels
    d. Complete mail merge and printout (to Print out it will require you to place a sheet of paper in the special slot on the printer. Printer will beep until you do this. In a real label form the form should be face down so it prints in the correct slots.
13. ==13.== **Method Two** (2) ==Address Block==
    a. Click on address block Click on Match fields First –Last name – Address -
    b. You will need to **match** city --- with city state zip so all fields ae displayed.
    c. ==(A) Update all labels== THEN ==(B)Preview selected Recipients==.
    d. ==Complete mail merge== and ==Print …== **(to Print it will require you to place a sheet of paper in the special slot on the printer. Printer will beep until you do this. In a real label form the form should be face down so it prints on the correct side.**