

Microsoft Word - Creating Merged Mailing Labels



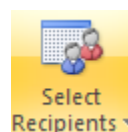
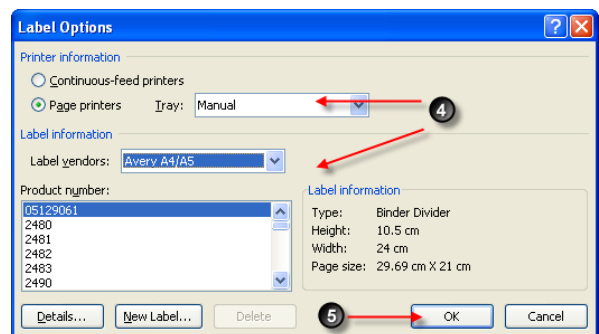
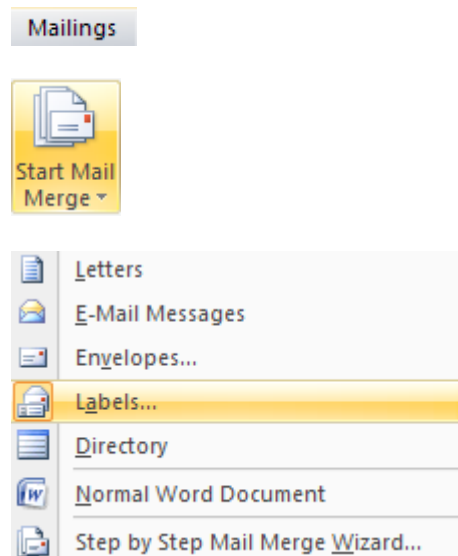
Creating Merged Mailing Labels.

It is possible to use a data document to perform mailing labels, the process is similar to creating a merge letter.

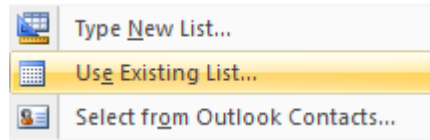
Within the wizard it is possible to select brand-named labels in specific size.

After you have merged the data into the main document with the labels, you can print the labels onto printer.

1. Click the **Mailings** tab
2. Click on the **Start Mail Merge** button.
3. Select the **Labels** option.
4. Specify **printer settings** → **label Vendor** → **Product number**.
5. Click **Ok**.
6. Click on **Select Recipients**.



7. **Select** the source for the recipient list.



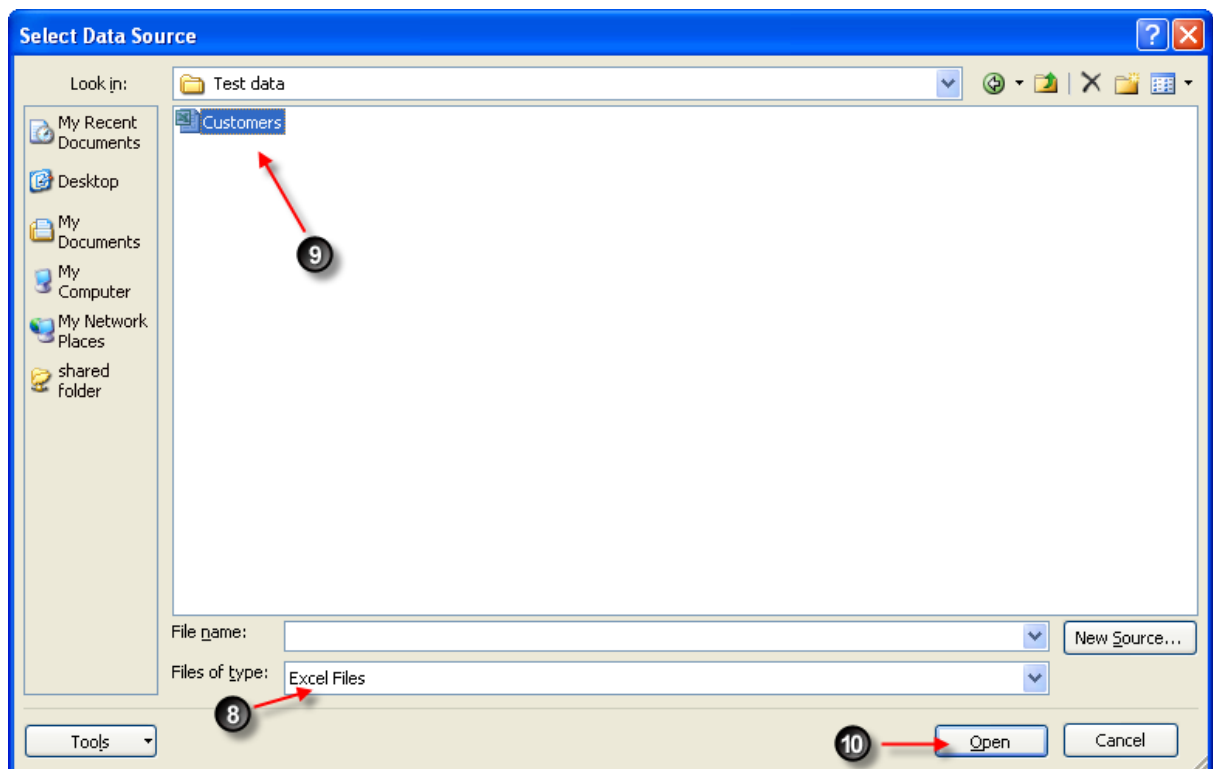
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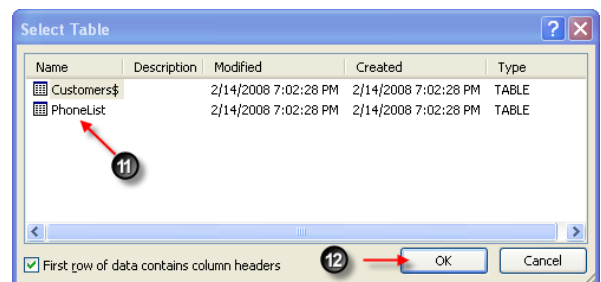
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In this example we will be using an Excel file.

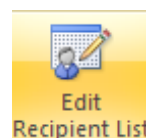
8. **Select** the type of file that contains your recipient list.
9. **Locate** the **folder** and **file** containing the recipient list.
10. Click **Open**.



11. **Select** the table containing the recipient list.
12. Click **Ok**.



13. Click **Edit Recipients List** to filter recipients.

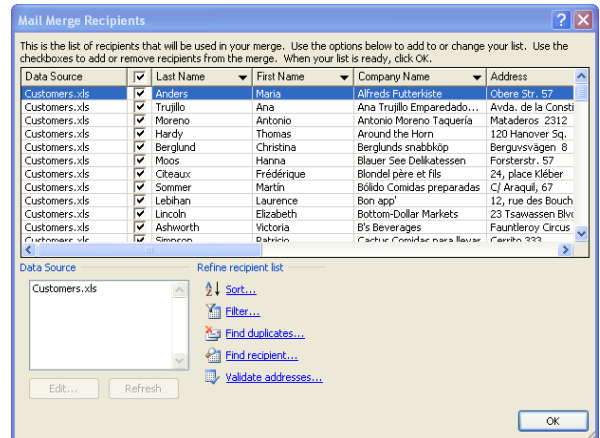


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14. Select desired recipients.



Once you have completed selecting your recipient list your document should look like the document below. (maybe slightly different depending on label selected).

|

«Next Record»

«Next Record»

«Next Record»

«Next Record»

«Next Record»

15. Click in the first label of the document, select one of the field items from the **Mailings** → **Write & Insert Fields** → **Address Block**.

16. Click **Update Labels**.

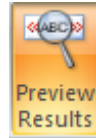


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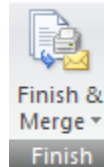
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17. Click on b.



18. Make any modifications

19. Click on **Finish & Merge**.



20. **Select** the require option.

In this example we have selected to Print Documents.

