**BLACKPOOL AND
THE FYLDE COLLEGE**

An Associate College of Lancaster University

Envelopes and Labels

Create mailing labels by merging an address list

1: Create the main document

Click **New Blank Document** on the **Standard** toolbar.

On the **Tools** menu, click **Mail Merge**.

Under **Main document**, click **Create**, and then click **Mailing Labels**.

Click **Active Window**.

The active document becomes the main document.

OR

Use the Mailing Label Wizard as follows.

Click **New** on the **File** menu.

Click on the **Letters and Faxes** tab.

Select and open the **Mailing Label Wizard.**

Click on **Make labels for a mailing list** when prompted by the Office Assistant.

2: Open or create the data source

In the **Mail Merge Helper** dialog box, do one of the following:

- Create a new data source. Use this method if you haven't already stored names, addresses, and other data in a data source, and you want to store the data in a Microsoft Word table.

- Use data in an existing data source. Under **Data source**, click **Get Data**, and then click **Open Data Source**. Select a Word document, or a worksheet, database, or other list, and then click **Open**. Click **Set Up Main Document**.

- Use addresses from an electronic address book. Under **Data source**, click **Get Data**, and then click **Use Address Book**. Select an address book, and then click **OK**. Click **Set Up Main Document**.

3: Select the label type and insert merge fields

If you don't see the **Label Options** dialog box, click anywhere in the main document, and then click **Mail Merge** on the **Tools** menu. Under **Main document**, click **Setup**.

Select the type of printer and labels you want to use, and then click **OK**.

If the type of labels that you want to use is not listed in the **Product number** box, you might be able to use one of the listed labels, or you can create your own custom labels.

In the **Create Labels** dialog box, insert merge fields where you want to merge addresses from the data source. To insert a merge field, click **Insert Merge Field**, and then click the field name you want.

Use the Insert Merge Field button   You must insert merge fields by clicking **Insert Merge Field** on the **Mail Merge** toolbar. You can't type the merge field characters (« ») or insert them by using the **Symbol** command on the **Insert** menu.

Include spaces and punctuation   To display the merged data correctly, make sure to type spaces and punctuation between the merge fields, outside the merge field characters (« »). To place a merge field on a new line, press ENTER. For example, you can insert the merge fields for an address as follows:

Merge fields	Result after the data is merged
«Title» «FirstName» «LastName» «Company» «Address1» «City», «County» «PostalCode»	Mr. Paul Martin Astro Mountain Bike 987 1st Street. Dover, Kent, DO1 1PZ

Format merged information   To emphasize merged information, you can format the merge fields. For example, you might want to make an address bold or use a different font for a product name.

Note   If the merge fields appear inside braces, such as **{** MERGEFIELD City **}**, then Microsoft Word is displaying

field codes instead of field results. Whether you display merge field codes or merge field results doesn't affect the way Word merges data into the main document. However, if you want to display the merge field results, right-click the merge field code, and then click **Toggle Field Codes** on the shortcut menu.

Click **OK**.

4: Merge the data into the main document

If you want to specify the order in which data is merged, or merge only part of the data, you can sort and select data records to merge.

If you want to see how the merged data will appear, you can preview the merged documents.

In the **Mail Merge Helper** dialog box, click **Merge** under **Merge the data with the document**.

If you want to check the data source for errors before you merge, click **Check Errors**. Choose an option, and then click **OK**.

Do one of the following:

- Send the merged labels directly to a printer. Click **Printer** in the **Merge to** box, and then click **Merge**.

- Send the merged labels to a **New Document** (recommended option). Just click **Merge**. By using this option you can see any errors in the format of the label or in the data.

Windows XP (Method 1)

Create and print labels for a mass mailing

1. On the **Tools** menu, point to **Letters and Mailings**, and then click **Mail Merge Wizard**.

2. Under **Select document type**, click **Labels**.

   The active document becomes the main document.

If you're familiar with the mail merge feature or prefer to work outside the wizard, you can use the **Mail Merge** toolbar. The buttons are arranged in sequence from left to right.

3. Select **Labels**

4. Click **Next: Starting document**.

5. Click **Label Options** and select your label. *(we used Avery A4/A5 sizes and J8160).* Click OK.

6. Click **Select recipients**

7. Click **Browse** and find and select your file containing your addresses. (This could be a database table, a spread sheet or a table in Word.)

8. De-Select any recipients you do not wish to create a label for (ticks in boxes) and click **OK.**

9. Click **Arrange your Labels** and then click **More Items**

10. Insert your Merge fields. Select each required field in turn and click Insert. When you have entered all the fields click the cancel button.

11. ***You will the have to enter spaces and returns (to move to the next line) after you have entered all your fields.***

12. Click **Update Labels**

13. Click **Preview your labels**

14. Click **Complete the Merge**

15. Check they are OK. ***(We clicked on Edit individual labels and ok)***

16. Select all 3 columns (put mouse above col 1 and drag to col 3 with left mouse button pressed) and the move the left indent marker right about a centimetre.

17. Click **Print** *(don't print all your labels in class)*

Windows XP (Method 2)

Create and print labels for a mass mailing

1. One the **file** menu select **New**.

2. Click **General templates** in the task pane, and then select the **Letters and Faxes** tab. Double click the **Mailing Label Wizard**.

3. When the Office assistant asks, Select **Create Labels for a mailing list**.

4. Click **Label Options** and select your label. *(we used Avery A4/A5 sizes and J8160).* Click OK.

5. Click **Select recipients**

6. Click **Browse** and find and select your file containing your addresses. (This could be a database table, a spread sheet or a table in Word.)

7. De-Select any recipients you do not wish to create a label for (ticks in boxes) and click **OK**.

8. Click **Arrange your Labels** and then click **More Items**

9. Insert your Merge fields. Select each required field in turn and click Insert. When you have entered all the fields click the cancel button.

10. *You will the have to enter spaces and returns (to move to the next line) after you have entered all your fields.*

11. Click **Update Labels**

12. Click **Preview your labels**

13. Click **Complete the Merge**

14. Check they are OK. *(We clicked on Edit individual labels and ok)*

15. Select all 3 columns (put mouse above col 1 and drag to col 3 with left mouse button pressed) and the move the left indent marker right about a centimetre.

16. Click **Print** *(don't print all your labels in class)*