

Creating Labels in MS Word

To type in blank labels:

- 1.) Go to **Tools, Letters and Mailings, Envelopes and Labels**
- 2.) Select the **Labels** tab, **Options** (to pick size of label needed) then select **“New Document”**.
- 3.) Type directly in label and tab to next. (**At bottom of sheet, tab after last label will start a new sheet**)

To merge from database (mailing list):

- 1.) Go to **Tools, Envelopes and Mailings, Mail Merge Wizard**.
- 2.) In **Task Pane** (on right of screen) select **Labels**
- 3.) Click **Next: Starting Document** to continue
- 4.) Click **Label Options** to choose the correct size label.
- 5.) Click **Next: Select Recipients**
- 6.) Click **Browse** to locate data source, if already set up or click **“Type a new list”** to create a new database. Click on **Create**, if typing new list. Enter appropriate data in form and click **“New Entry”** to move to next recipient record. To add additional fields not already on form, click **Customize**, then click **Add**.
- 7.) Uncheck any record that you don't want to print
- 8.) Click **Next: Arrange your labels** by picking **“Address block”** or **“More items”** for other merge fields
- 9.) Click **“Update all Labels”** to replicate the layout of the 1st label
- 10.) Click **Next: Complete merge**

Note: If data fields do not correspond to address information that Mail Merge expects, use the “Match Fields” button in “More items” to choose data you wish to use for expected fields.