

## MAIL MERGE – Labels, Step-by-Step

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Enter your address data in an Excel spreadsheet.

Common Heading Titles are: *Room# (optional)*, *FirstName*, *LastName*, *Address1*, *Address2 (optional)*, *City*, *State*, *Zip*.

Save your file with a memorable name in a memorable place (suggestion: My Computer > *(House)* G Drive > My Documents > Mass Mailings).

Open Word.

Choose Tools > Letters and Mailings > Mail Merge.

On the right, a blue screen will show up.

Under “Select Document Type,” choose “Labels.”

Go down to the bottom of the screen, and click “Next: Starting document.”

Click on “Label options.”

A window will open ... choose “5160 Address.”

Click “OK.”

At the bottom of the screen, click on “Next: Select Recipients.”

Click on “Browse.”

Go to where your Excel spreadsheet file is located (remember the file name and where you saved it).

Choose your spreadsheet with the addresses you wish to use.

Select the 2<sup>nd</sup> option: “MS Excel Worksheets / via DDE.xls.”

Click “OK” ... “OK” ... “OK”.

Click on “Next: Arrange your labels.”

You may choose “Address Block” or “More Items” to put the address elements on your label. **“More Items”** might be easier for most.

Be sure to click on “Update all labels.”

Click on “Next: Preview labels.”

Click on “Complete the merge.”

At this point I always choose to “Edit Individual Labels” – this opens the labels in a Word document which I then “save as” [suggestion: “Budget Update, Labels 2001 – 2500, 1-17-10,” for example] so that I can always reference which labels I sent on which date. If you use the same format every time (subject, labels, date), you will be able to reference at a glance which letter was sent when. File along with the mass mailing letter.