MAIL MERGE:
LABELS
STEP 1

• Open a new Microsoft Word document. On the menu bar at the top, click on **Tools**. From the pull down menu, select **Letters & Mailings**, then select **Mail Merge**. A task pane will appear on the right of the word document. Under **Select document type**, choose **Labels**.
• Click on **Next: Starting document** at the bottom of the task pane

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STEP 2

• Under **Select starting document**, select **Use the current document**. This will allow you to start from the current blank document shown on the screen
• Click on **Label options...** to select the correct type of label
• Select the brand and product ID number that correspond with the information on your label packaging (i.e. Avery standard, 5663 – Address)

![Label Options](image1)

**STEP 3**

• Click on **Next: Select recipients** at the bottom of the task pane.
• Under Select recipients, select **Use an existing list**. This will allow you to use contacts that you have saved in an Excel spreadsheet.
• To select your Excel spreadsheet, click on **Browse**. The following dialogue box will open on your screen:

![Select Data Source](image2)

• Using the pull down menu, select your Excel spreadsheet that contains the contact information for the employers to whom you are sending your materials.
• After you have chosen the appropriate Excel spreadsheet, the following dialogue box will appear on your screen:
• If your spreadsheet contains more than one sheet, highlight the correct sheet and click on OK. If your spreadsheet contains only one sheet, just click on OK.
• Next, the dialogue box below will appear. If you wish to send your materials to all contacts on your spreadsheet, click OK. If you wish to customize your list, you can do so in this dialogue box.

STEP 3
• Click on Next: Arrange your labels at the bottom of the task pane.
• In order to insert merge fields into your document, click on More items and use the dialogue box below to insert contact names, firm names, address, cities, states, zip codes, and salutations onto your labels.
Insert the merge fields in the format used to address a business letter:

«Firm_Name»
Attn: «Contact»
«Address»
«Address_2»
«Address_3»
«City», «State» «Zip»

To copy the merge fields onto each label, click on **Update all labels** at the bottom of the task pane. This will insert your merge fields into each individual label.

When completed, your document should look like this:
STEP 4

- Click on **Next: Preview your labels** at the bottom of the task pane. This will show only the first page of your merged document.
- If you are satisfied that everything is correct, click on **Next: Complete the merge** at the bottom of the task pane.
- To view all of your completed letters, click on **Edit individual letters** and click OK on the dialogue box that appears on your screen:

![Merge to New Document dialog box](image)

- A new Word Document will open that contains all of your merged labels.
- You can now print your labels for use in a targeted mailing.