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How to mail merge labels

A Knutsford Admin training guide

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1) Open a 'NEW' Word document.

2) On the ribbon across the top select 'MAILINGS'.

3) Start 'MAIL MERGE' . Then 'STEP-BY-STEP MAIL MERGE WIZARD'.

4) Select 'LABELS' on the right. Then 'NEXT STARTING DOCUMENT'.

5) Select 'LABEL OPTIONS', Choose your make or label and code. E.g. Avery 7973 2 columns x 5 rows per sheet. Then at the bottom right 'SELECT RECIPIENTS'.

6) On the right panel choose 'BROWSE' Confirm data source, click 'OK'.

   Select your labels from your previously saved excel spreadsheet. Confirm data source, click 'OK'.

   Select table, click 'OK', check the tick box that asks if the first row in spread sheet contains headers e.g. first name, last name.

   Mail Merge Recipients – you can choose all or select specific by ticking here.

7) Click on 'ADDRESS BLOCK' on the right panel.

8) 'MATCH FIELDS' you can see how the labels will be displayed by each column in your spreadsheet. Count the columns along and match to the relevant number box going down in the match fields. E.g. our spreadsheet doesn't have a Company Name but House Name fits in that column.

9) Highlighting all of the sample preview makes it possible to choose font size, font style, 'no spacing' from the ribbon, move margins which will then take effect across the whole document.

10) Once all addresses are added click next and next again to print. Remember to file 'SAVE AS' if you wish to save the document.

Sc — Secretarial   Bk — Bookkeeping   Tr — Training

We are here to help so if you are still unsure please just give us a call on 01565 625615 or email: **office@knutsfordadmin.co.uk**

Bookkeeping, Secretarial & Admin Services. Training in Word, Excel & Powerpoint

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