Creating Mailing Address Labels

Using Mail Merge

Using Word 2013 And Avery Labels 8160. There are 30 labels per sheets, $1'' \ge 2/\frac{5}{2}''$.

1- Open Word and select the "Mailings" tab:

w3 📙	5-	∪ ÷									Documen	t2 - Word			
FILE	HOME	INSE	RT DESIG	GN PAGEL	AYOUT R	EFERENC	es <mark>M</mark>	AILINGS	REVIEW	VIEW	Acroba	t			
 Envelopes	Labels	Start Mail Merge *	Select Recipients •	Edit Recipient List	Highlight Merge Fields	Address Block	Greeting Line	Insert Merge Field ▼	Rules -	, Fields e Labels	(Results	Find Recipient	Finish & Merge *	Merge to Adobe PDF	
Crea	te		Start Mail Me	erge			Write & Ir	nsert Fields				Preview Results	Finish	Acrobat	

2- To use the Mail Merge applet, click on the down arrow next to 'Start Mail Merge' and choose 'Step by Step Mail Merge Wizard':



3- The Wizard Steps show up in a column at the right of the Word document. Step 1 is to choose 'Labels' from the list:

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FILE	HOME	INSER	RT DESIGN	PAGE LA	YOUT R	EFERENCES	MAILINGS	REVIEW	VIEW	Acroba	it				Sign in
Envelope Cre	s Labels	Start Mail Merge *	Select Recipients * Rec Start Mail Merge	Edit cipient List	Highlight Merge Fields	Address G Block W	ireeting Insert Me Line Field	rge ∂ Update	Fields Labels	(Results	Find Recipient Check for Errors Preview Results	Finish & Merge * Finish	Merge to Adobe PDF Acrobat		~
				Ι										Mail Merge Select document type What type of document you working on?	▼ X

4- To continue to Step 2, look at the very bottom on the Wizard Column and click 'Next: Starting Document': under Step 1 of 6.



5- Step 2 asks two questions about your labels: we will choose 'change document layout' (presently it's a standard Word document format) and then we will click on 'Label Options' to choose the correct label.



6- In the 'Label Options' pop up box, click the down arrow to choose the Label vendor of your labels. Mine will be 'Avery US Letter' and 'Avery 8160'.



7- The Printer information at the top is asking what kind of 'feed' your printer uses. Most printers, these days, are 'Page printers', meaning they print one page at a time. That's Step 2.



9- For our purposes, we will choose: "Type a new list" and "Create":



10- We will be creating our list directly within the popup box: We will type directly into each field, then 'tab' over to the next field filling out our names and address information. To add names, we will click on 'New Entry".





11- Tab through any fields you will not use. Click 'OK' when finished.

New Address List				?	×
Type recipient informa	tion in the table. To	add more entries, cl	ick New Entry.		
🗧 🔻 Address Line 1 🤜	🗸 Address Line 2 👻	City 👻	State 👻	ZIP Code	•
123 Main Street		Windsor	CA	95492	
456 Main Street		Windsor	CA	95492	
789 Main Street		Windsor	CA	95492	
<					>
New Entry	<u>F</u> ind				
Delete Entry Cu	stomi <u>z</u> e Columns		ОК	Canc	el

12- Once you have finished your list and click ok, you will be asked to save your list. Be sure to note the location of your list!

📑 Save Address List	J				×
	idrea > Documents > My Data Sources	ٽ v	Search N	Ay Data Sources	P
Organize 👻 New fold	er				0
This PC	Name	✓ Date me	dified	Туре	Size
3D Objects	Mail merge wizard.mdb	4/8/201	9 4:46 PM	MDB File	
Desktop					
Documents					
🖶 Downloads					
Music					
Pictures					
Videos					
Windows (C:)					
Recovery Image	<				>
File name: Mail	merge wizard.mdb				~
Save as type: Micro	osoft Office Address Lists (*.mdb)				~
A Hide Folders		Tools	Sa	ve Can	cel

13- After you save your list, a popup box appears showing your list and the name of the file it is using as the data source. Each name that has a ✓ will be included in the merge. You can uncheck any. This is the end of Step 3. (***continue from here if you are using an excel spreadsheet)

Data Source		Last Name	- First Name	- Title -	Company Name	-
Mail merge wizar		Hall	loe	Mr.		•
Mail merge wizar	. 🔽	Jones	Suzi	Ms.		
Mail merge wizar	. 🔽	Smith	Frank	Mr. & Mrs.		
<						
< Data Source		Refi	ne recipient list			
< Data Source Mail merge wizard	d.mdb	Refi	ne recipient list			
< Data Source Mail merge wizard	d.mdb	Refi	ne recipient list 5 <u>Sort</u> 1 <u>Fiitter</u>			
< Data Source Mail merge wizard	d.mdb	Refi	ne recipient list <u>Sort</u> <u>Filter</u> <u>Sind duplicates</u>			
< Data Source Mail merge wizard	d.mdb	Refi	ne recipient list 5 Sort 5 Find duplicates 5 Find recipient			

14- In Step 4, you will arrange your label. Notice the cursor is in the first label location (upper left hand corner in the first column).

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS	REVIEW VIEW Acrobat DESIGN LAYOUT
Envelopes Labels Start Mail Select Edit Merge Fields Block Line Field Write & Insert Merge Fields Block Line Field Write & Insert Field	Image: State of the state

15- In the Mail Merge Wizard column, we will choose "Address Block..." as the template for arranging our labels.



16- In the 'Insert Address Block' popup box, you can customize how your labels will look by choosing which format you would like the recipient's name to be on the label. Click on the choices and see the results in the Preview

box. You can Preview each recipient by clicking on the forward arrow Line in the preview box. Clcik 'OK' when you have finished.

"INCAL INCOURA"	"ITCAL ILCOID"
Insert Address Block	? ×
Specify address elements Insert geoipient's name in this format Joshua Randall Jr. Joshua Randall Jr. Mr. Josh Randall Jr.	Preview Here is a preview from your recipient list: I I I I I I I I I I I I I I I I I I I
✓ Insert postal address: ○ Never include the country/region in the address ○ Alguys include the country/region in the address ● Qnly include the country/region if different than: United States ✓ Format address according to the <u>destination country/region</u>	Correct Problems If items in your address block are missing or out of order, use Match Fields to identify the correct address elements from your mailing list. Match Fields
	OK Cancel

17- Once you have the layout of your label set, you must update all the "record" locations on the label sheet with this 'address block' layout information. Click on "Update all labels".



18- Once you have "Updated all labels", you will notice your document has "Address Block" added to each address label location. This is the end of Step 4.

rge *	Recipients - Recipient List Start Mail Merge	Merge Fields Block	Line Field • Write & Insert Fields	L 🔁 Update Labels	Results Let Check for Errors Preview Results	Merge Adobe PDF Finish Acrobat	
	⊕ <mark>≪AddressBlock</mark>	»	«Next Rec	ord» «AddressBlock»	«Next Record»«A	\ddressBlock»	
	«Next Record»	•«AddressBlock»	« <mark>Next Rec</mark>	ord»«AddressBlock»	«Next Record»«A	ddressBlock»	
	«Next Record»	«AddressBlock»	«Next Rec	ord»«AddressBlock	» «Next Record»«A	ddressBlock»	

19- Click on "Next: Preview your labels".

Previous: Arrange your labels

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Step	4 of 6
→	Next: Preview your labels
÷	Previous: Select recipients

20- Your addresses should appear on your label document. This is the end of Step 5. In the Mail Merge Wizard Column, click on Next: Complete the Merge, the final step, Step 6.

4		
Mr. Joe Hall	Ms. Suzi Jones	Mr. & Mrs. Frank Smith
123 Main Street	456 Main Street	789 Main Street
Windsor, CA 95492	Windsor, CA 95492	Windsor, CA 95492
Step 5 of 6		
→ Next: Complete the merge		

21- Here you can print your labels or edit your labels. When you click on "Print...", the "Merge to Printer" popup box appears. You can choose to print all records or some.

Andrea Antonik

Mail Merge			
Complete the merge			
Mail Merge is ready to produce your mailing labels.			
To personalize your labels, click "Edit Individual Labels." This will open a new document with your merged labels. To make changes to all the labels. switch back to the			
original document.	Merge to Printer	?	×
Merge	Print records All Curr <u>e</u> nt record <u>E</u> rom OK	Io:	ncel

22- You must now put your Address Label sheet ******* in your printer. When you click 'OK' on the 'Merge to Printer' box, the printer box will appear . Choose your printer and click 'OK'.

Print				?	×
Printer <u>N</u> ame: Status: Type: Where: Comment:	HP468664 (HP OfficeJet F Idle HP OfficeJet Pro 8710 PCL-3 WSD-a42237ff-cb87-4eb8-9433-b This is a web services printer	Pro 8710) 3adca955871.0065	Properties Fing Printer Print to file Manual duple		
Page range All Curren Pages: Type p separa the sta section p151, c	t page Selection age numbers and/or page ranges ted by commas counting from it of the document or the n. For example, type 1, 3, 5–12 or 13/2, D13–D62	Copies Number of copies:	1 ÷ ✓ Colla <u>t</u> e		
Print what: P <u>r</u> int:	Document V All pages in range V	Zoom Pages per s <u>h</u> eet: Scale to paper si <u>z</u> e:	1 page No Scaling		× ×
Options			OK	Car	ncel

••• One cautionary note: Be sure to place the Address labels correctly into the printer. This means you need to know which side of the paper your printer prints on, the top of the sheet or the bottom. To check which side your printer prints on, take a sheet of paper and write 'top' on it. Place it in your printer with the word 'top' facing up (you). Print a test page. Which side was printed on? That is the side your printer will print on the Address label sheet! Insert the Address Label sheet accordingly.

23- When you close the Word document, it will ask if you want to save the document. Click to 'Save'.

Microsoft Word		
1	Want to save your changes to Document?? If you click "Don't Save", a recent copy of this file will be temporarily availab Learn more Save Do <u>n</u> 't Save Cancel	le.

24- When you try to open the document you saved above (#23), you will get a popup box. This document has data connected to it which has been saved in a different document. That list you typed up in this Mail Merge is the separate file and is the source of that data. It wants you to confirm you want that data put into the document (again) that you are trying to open. Click "Yes".

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	Microsof	t Word	\times
		Opening this document will run the following SQL command: SELECT * FROM `Office Address List` Data from your database will be placed in the document. Do you want to contin Show Help >>	nue?
		Yes No	

Resources

(You will need to log into Lynda.com with your Sonoma County Library Card credentials to use these videos)

Using Word 2016 with Mail Merge to create labels and envelopes:

https://www.lynda.com/Word-Online-tutorials/Creating-labels/417092/475048-4.html https://www.lynda.com/Word-Online-tutorials/Creating-envelopes/417092/475047-4.html