

Mail Merge Instructions

Mail merge can be used for a number of reasons including labeling envelopes, creating address labels, and return labels. This exercise will review the steps of create address labels. When you complete this practice exercise – DO NOT PRINT

1. Create an address list in MS Excel. Use the basic fields:

First Name	Last Name	Street Address	City	State	Zip
Mickey	Mouse	3242 Disney Lane	Orlando	FL	45283
Donald	Duck	52 Daisy Circle	Anahiem	CA	84645
Bugs	Bunny	939 Warner Drive	New Rochelle	NY	77778
Elmer	Fudd	920-A Looney Blvd	Cheyenne	WY	97454
Spongebob	Squarepants	1757 Comic Corners	Atlanta	GA	39897

1. First Name
2. Last Name
3. Street Address
4. City
5. State
6. Zip Code

2. Name and save the MS Excel spreadsheet as: Practice Address 1

3. Open MS Word > Mailing Tab > Start Mail Merge Drop Down > Step by step mail merge wizard

Mail merge task pane will appear on the right side of your screen. (You may want to adjust your page view to 80% in order to see your entire document.

4. Mail Merge Task Pane > Select Labels > look at bottom of task pane and you will see Step 1 of 6 > click Next: Starting document

5. Select Starting document Task Pane> Select change document layout > Click on Label Options > Select Label Name and style (Use Avery Standard – 5160) Click on Drop Down at “Label Vendors” and select Avery US Letter > Product number > scroll and select 5160. > Click Ok in dialog box > FORMAT TABLE WITH LINE GRID SO YOU CAN SEE THE LINES > look at bottom of task pane step 2 of 6 > Click Next: Select Recipients

6. Select recipients Task Pane > Click Use an existing list > Click on Browse > Go to folder where MS Excel Address file is saved > select correct sheet (in this example it should be sheet 1) > Make sure fields are in the correct order (You may need to switch the Last and First name fields by dragging the Last name over) > Click Ok in Mail Merge Recipients Dialog Box > look at bottom of task pane > Click Next: Arrange your labels

7. Select Arrange your labels Task Pane > Click on Address Block > Select Format by looking in Preview Section> Click on the Match Fields button in Dialog Box > Make sure fields match > Click Ok > Click Ok again> <<Address Block>> will be in the very first label in your MS Word document.

8. You may place a Clip Art or picture image in your label. (Please pay attention to the class example) One you have selected an image, change the layout to “in front of text” and move to where you want the image to appear in your label. Make sure your address field is in the correct location also. Go to Arrange your labels Task Pane and click Update All Labels button. (Note: if you used a clip art image, just click on Green Arrow to return back to the Mail Merge Task Pane) > Go to the bottom of task pane > Click Next: Preview your labels

9. Your labels should automatically be filled in with the addresses saved in your MS Excel File. Review and make sure all information is correct. Go to bottom of task pane > Click Next: Complete and merge

10. DO NOT PRINT – final step is where you would normally print; make sure you have label paper in printer correctly if you were doing this at home. You may save your label file in MS Word as Address Practice 1.