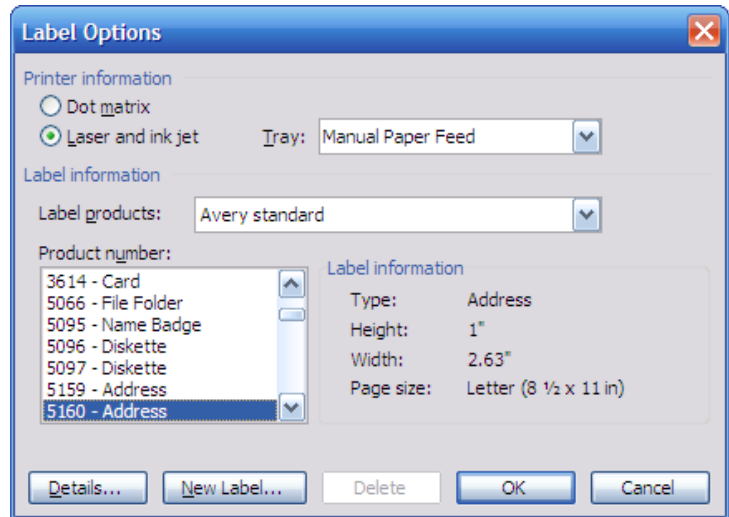


Creating Labels using the Mail Merge Feature

1. On the Tools menu, point to Letters and Mailings, and then click Mail Merge.
2. Under Select document type, click Labels.
3. Click Next: Starting document.
4. Click Label options.

5. In the Label Options dialog box, select the options you want, such as the label type and size, and then click OK. **Choose 5160 – Address under Product Number**



6. Click Next: Select recipients.
7. Under Select recipients, click Use an existing list.
8. Click Browse.
9. In the Select Data Source dialog box, locate and click the data source you want.

- ♦ By default, Microsoft Word opens the My Data Sources folder.

10. Click Open.

Depending on the type of data source you select, other dialog boxes may appear asking you to provide specific information.


For example, if your data source is a Microsoft Excel workbook that has information on multiple worksheets, you need to select the worksheet containing the information you want.

11. Click **OK**.

12. In the **Mail Merge Recipients** dialog box, select the recipients you want to include.

13. Click **OK** to return to the **Mail Merge** task pane. Microsoft Word will use the recipients you designated for the merge.

14. Click **Next: Arrange your labels**.

15. Click Address block.
16. In the Insert Address Block dialog box, select the address elements you want to include and the formats you want.
 - ♦ If the Match Fields dialog box appears, Microsoft Word may have been unable to find some of the information it needs for the address block.
17. Click the arrow next to (not matched), and then select the field from your data source that corresponds to the field required for the mail merge.
18. Click on Last Name and First Name and check the others
19. Click OK and then OK again
20. Click the Update All Labels button
21. Click Next: Preview your labels.
22. Preview the items. Do one of the following:
 - ♦ To preview the items in order, click the arrow buttons.  Each record is previewed in the first label on the sheet.
 - ♦ To locate and preview a specific item, click Find a recipient, and then enter the search criteria in the Find Entry dialog box.
 - ♦ If you want to fine-tune the recipient list — for example exclude a recipient — click Edit recipient list, and then make your changes in the Mail Merge Recipients dialog box.
23. Click Next: Complete the merge.

