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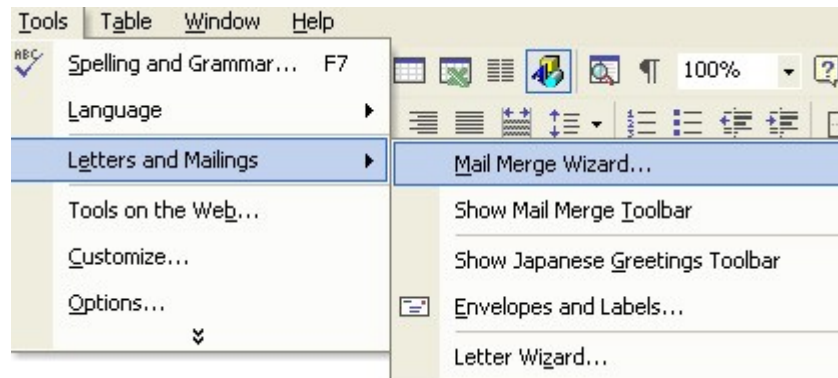
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Microsoft Word Mailing Label Tutorial

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MS Word's Mail Merge function, aside from letting you generate form letters also lets you easily create mailing labels.



To do this, click on Tools, then Letters and Mailings, then select the Mail Merge Wizard.

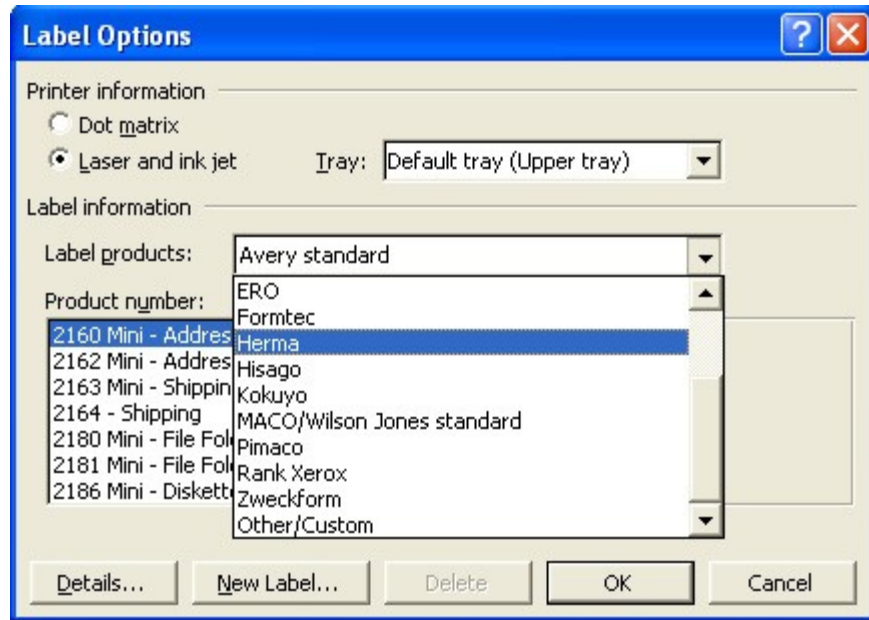
The Mail Merge wizard will appear on the right side of the document window.



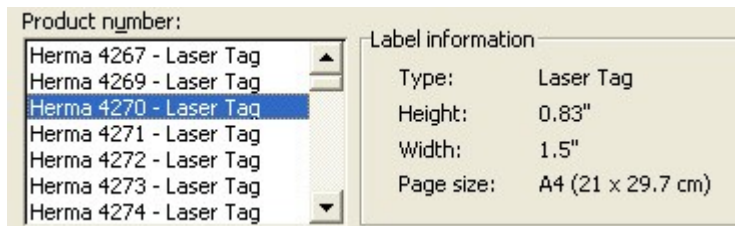
If you are working with a form letter, select Labels and then click on Next.



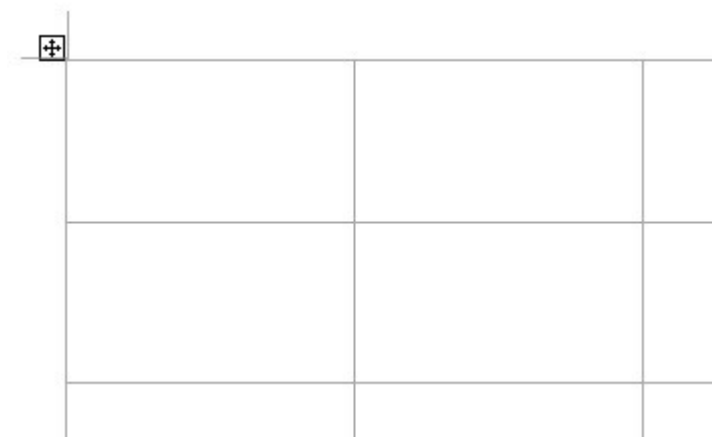
There are pre-cut mailing labels available, and it is easy to configure the mailing labels to fit the size of your label. Click on Label options.



Select the kind of printer you will be using to print the mailing labels, and then select the brand of your label.



When you have selected a brand, it will show the different models available for the brand. The details of each label will be shown. It is important to select the correct label as each label come in different sizes.

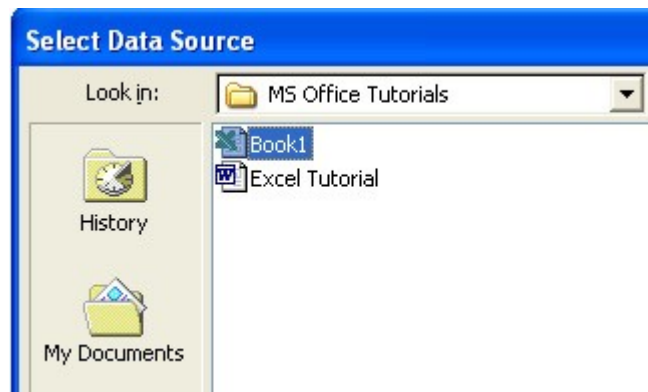


The outline of each label will show up in your document.

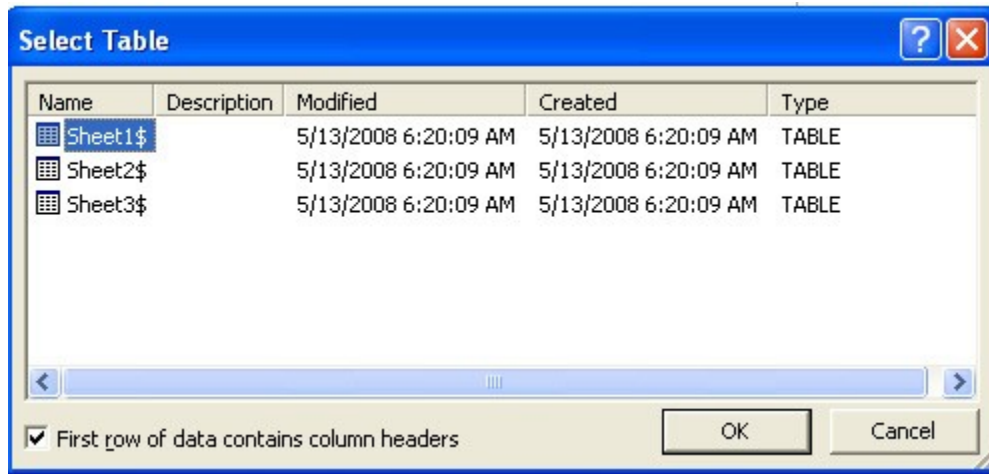
Once you have selected your label, you can now select the recipients who will be printed on the label. Click on the next button.



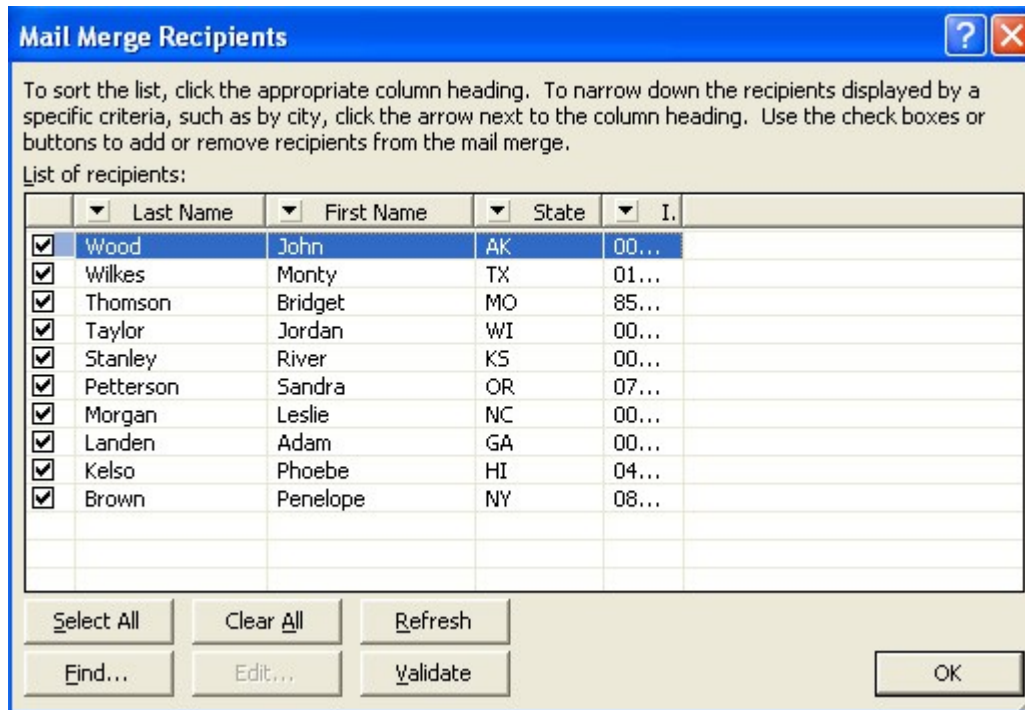
You can use an existing list from a previous mail merge session or from an Excel file, pick recipients from your Outlook contacts or type a new list. In this example, we will use an Excel spreadsheet. Click on Browse to select the Excel file to use as a data source.



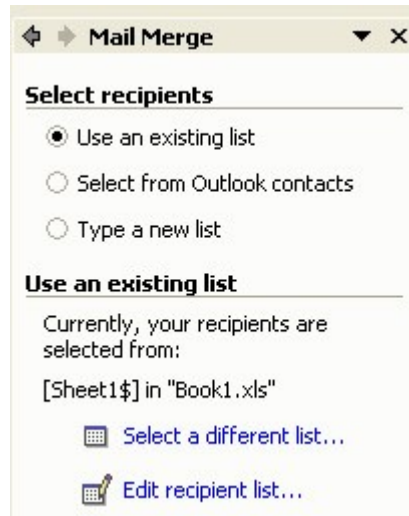
If you have more than one sheet inside your file, the wizard will prompt you to select the sheet you wish to use.



After selecting the sheet, it will ask you whether you want all of the contacts to be included in the recipient list. Uncheck the box of the contacts to be excluded.



Click on OK after you finish selecting the contacts to be included.

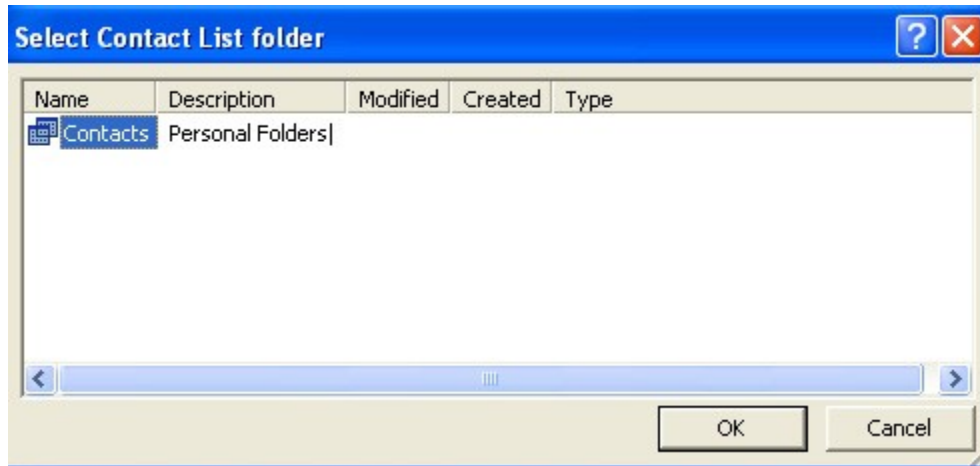


If you will be importing from your Outlook address book, follow this example.

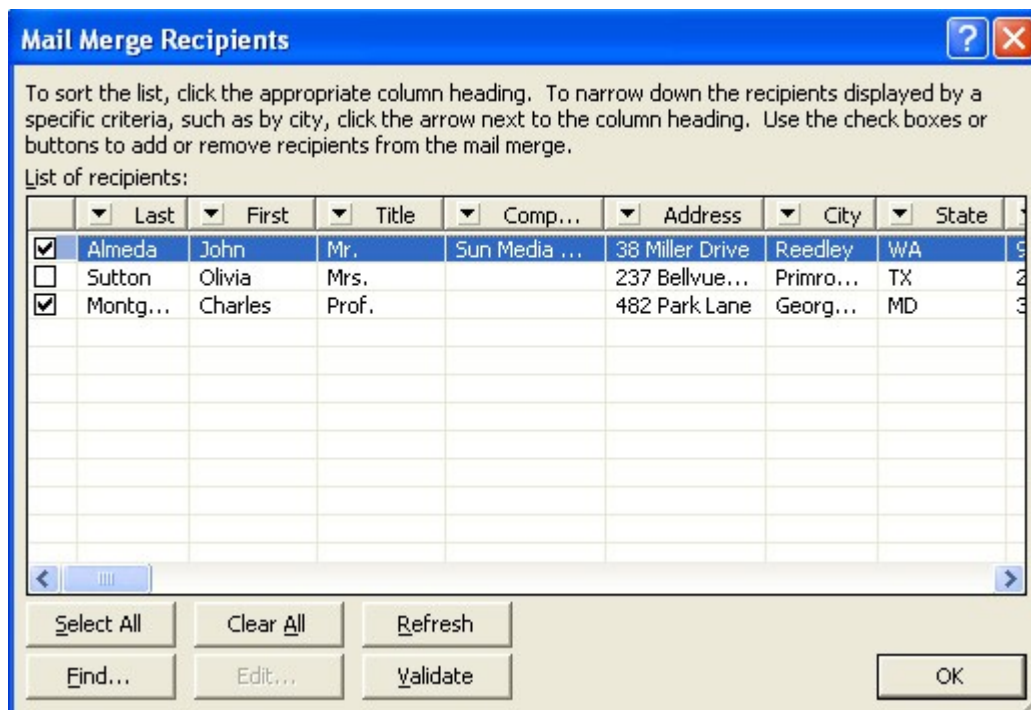


Click on Select from Outlook contacts when the wizard prompts you to select the data source.

It will show you your Outlook Contacts folder.



Click on OK.



Select the recipients from the list. Uncheck the corresponding box if you want to exclude a certain contact. When you finish, click on OK.

The merge field will show up inside the label.

«Next Record»	«Next Record»
«Next Record»	«Next Record»

You can edit the placement of the label by moving the text inside the first label. Click on Replicate Label to reflect the changes in the other fields.



Click on the next button to preview the mailing list. From here, you can now print the mailing labels. If you need to make any changes, just click on the back button.