

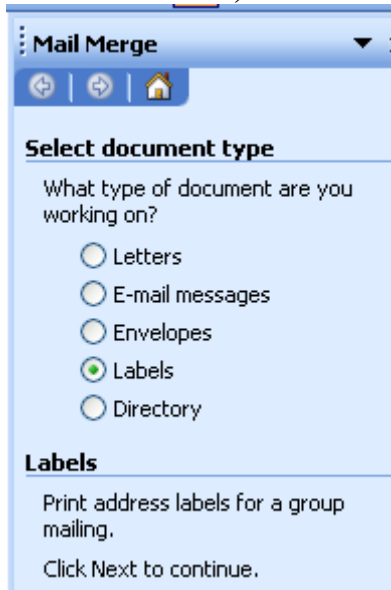
Mail Merge—Labels (Office 2003)

Before you Start

1. Start with a blank document open in Word.	
2. Turn on your Mail Merge toolbar.	How? From the menu choose View, Toolbars, click on Mail Merge

Start Mail Merge Process

1. Choose **Tools, Letters and Mailings, Mail Merge** from the menu. **Select Labels**



Walk through the 6 steps

Step 1	Select document type	(Did you do the “Before you Start steps? See above.) Choose ⓪ Labels , ⇒ Click Next: Starting document
Step 2	Select starting document	Choose ⓪ Change document layout Go down to next section and click on Label Options. Choose the brand of labels and

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		<p>product number. <i>(LWTC typically uses sheets of 33 labels; 3 across, 11 down, if this is the case, Choose Avery 5160)</i></p> <p>Click OK ⇒Next</p>
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Step 3	Select recipients : Do one of the following:
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|-----------------------|--|
| Choice 1 | <p>☉ Use an existing list</p> <p><i>This may be a word table, excel spreadsheet, access database, etc.</i></p> <ol style="list-style-type: none"> 1. Click on Browse and locate the data file that has the data you need. <p><i>Depending on the type of data source you select, other dialog boxes may appear asking you to request specific information. For example, if your data source is a Microsoft Excel worksheet that has information on multiple tabs, you need to select the tab containing the information you want, and then click OK.</i></p> <ol style="list-style-type: none"> 2. Click Open. 3. Refine the list of recipients to include in the merge. |
| <i>or</i>
Choice 2 | <p>☉Select from Outlook Contacts</p> <ol style="list-style-type: none"> 1. Click Choose Contacts Folder. 2. In the Select Contact List folder dialog box, click the contact list you want, and then click OK. 3. Refine the list of recipients to include in the merge. |
| <i>or</i>
Choice 3 | <p>☉Type a new list</p> <ol style="list-style-type: none"> 1. Click Create. 2. In the New Address List dialog box, type the information you want to include for the first entry under Enter Address information; for example, title, names, and address information. You do not have to fill in every field. 3. To complete the first entry and move on to a new entry, click New Entry. 4. Repeat steps 2 and 3 until you've added all the address entries you want, and then click Close. |

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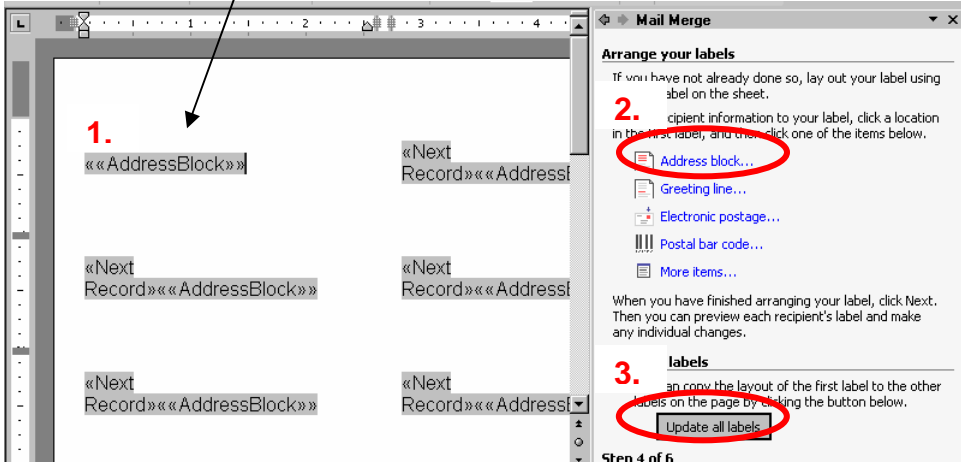
- In the **Save Address List** dialog box, type a name for the address list in the **File name** box, and select a folder to save the list in.

*By default, the address list is saved in the **My Data Sources** folder. It's best to keep the address list here because this is also the default folder in which Microsoft Word looks for [data sources](#). So if you want to use this address list in a later mail merge, you won't have to navigate through files and folders to locate it.*

- Click **Save**.

*All of the contacts in your new list appear in the **Mail Merge Recipients** dialog box, where you can refine the list of recipients to include in the merge.*

- Refine the list of recipients to include in the merge.

<p>Step 4</p>	<p>Arrange your Labels</p>	<ol style="list-style-type: none"> Click in first label box (it should be empty at this time) Then, Choose Address Block from the Task Pane Click Update all Labels from the Task Pane  <p><i>If necessary, you can include other data fields where needed by clicking More Items from the Task Pane, and pick the necessary fields.</i></p>
<p>Step 5</p>	<p>Preview your labels</p> <p><i>NOTE: You will not be seeing all of the labels at this point. Just the first sheet so you can see</i></p>	<p>Preview and make corrections if necessary.</p> <p>Is everything on your labels looking correct at this point? If not, here's your chance to go back to any of the steps for corrections if necessary.</p> <p>If everything looks great, go to the Next Step.</p>

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	<i>the Layout.</i>	
Step 6	Complete the merge	I would recommend the option that says Edit Individual Labels. This gives you once last chance to make sure everything is looking as it should. After merging to Individual Labels, you can go on to Print.

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