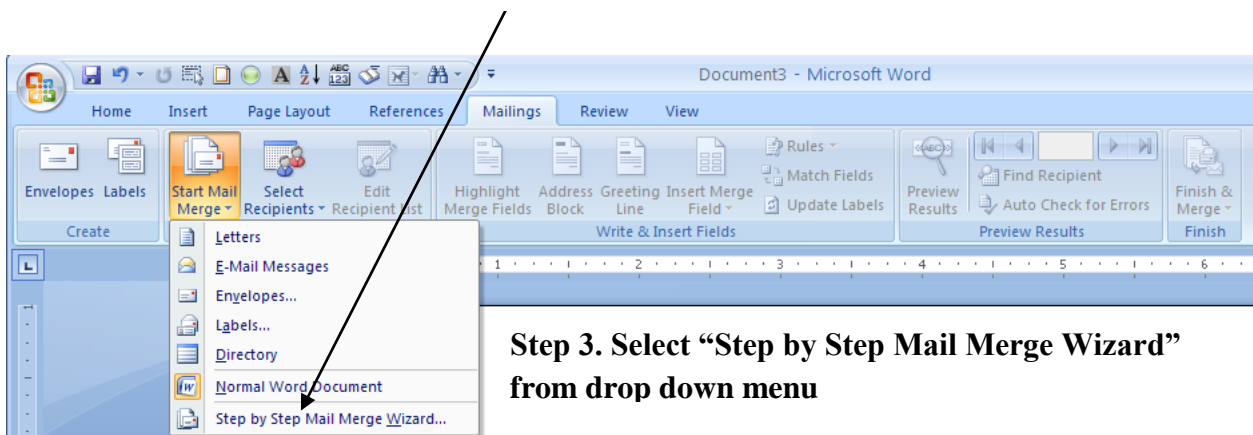
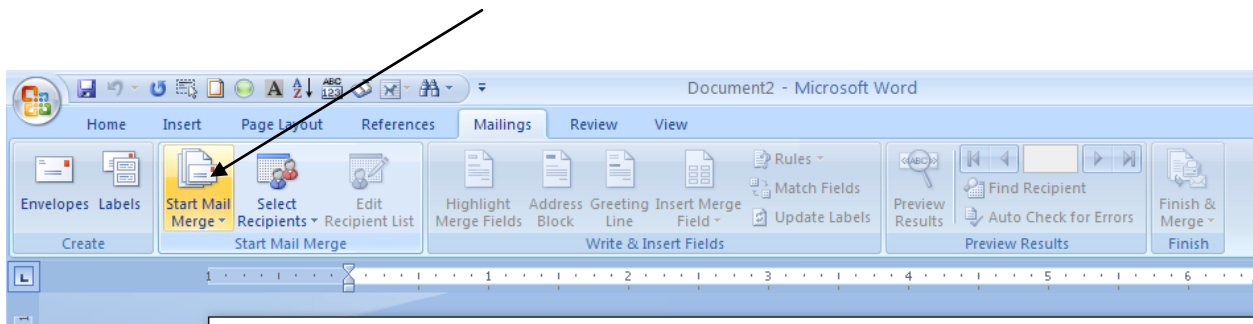
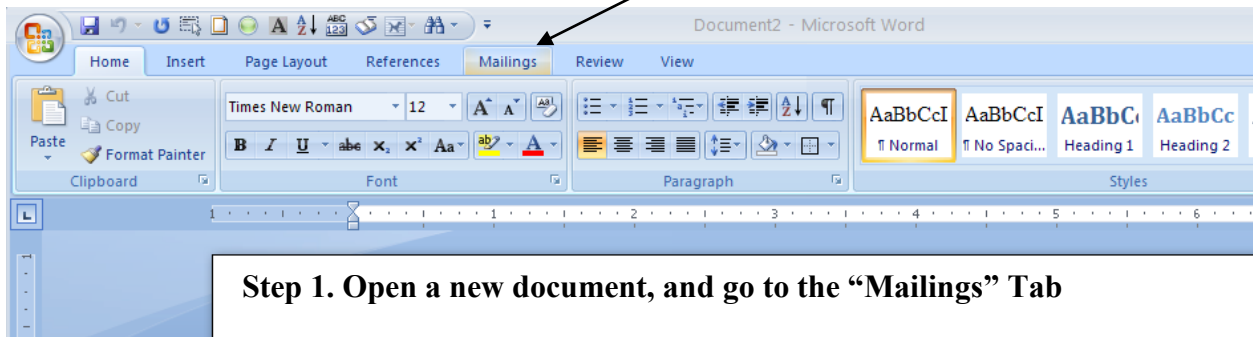
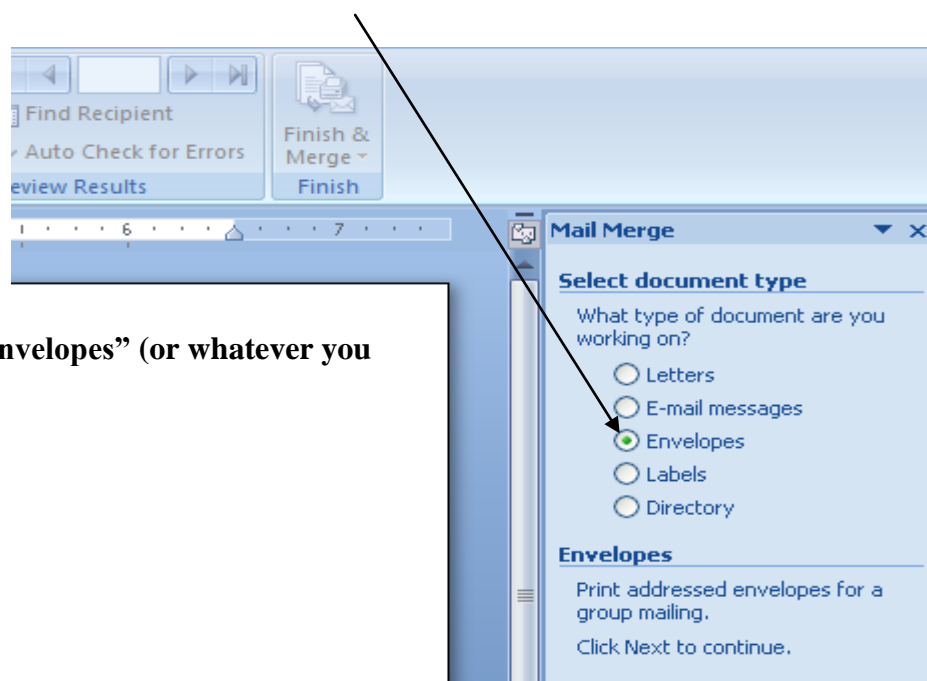
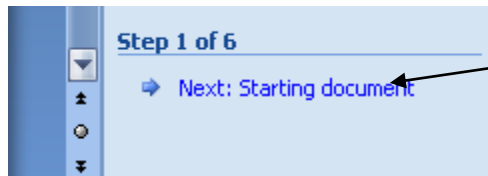


Mail Merge using Mail Merge Wizard for Labels

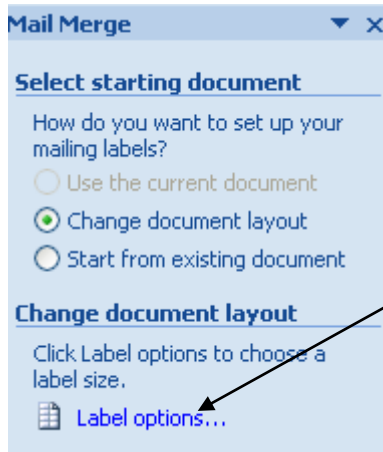


Step 4. – Choose “Envelopes” (or whatever you want from list)



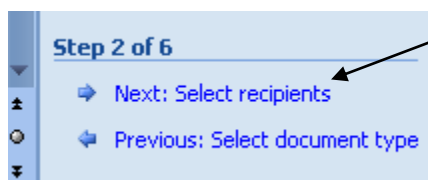
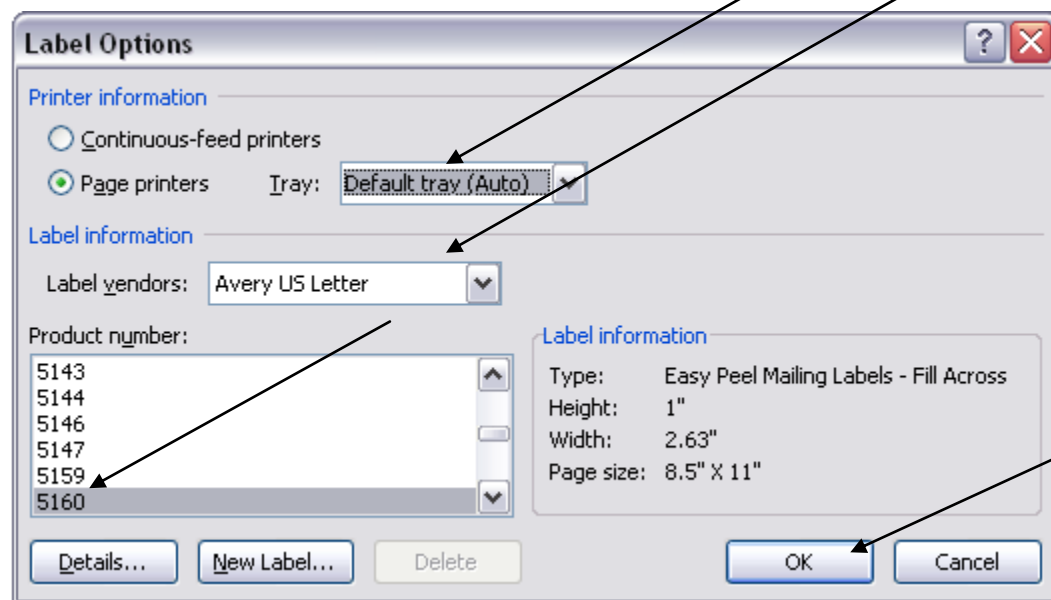


Step 5. –From the bottom of the “Mail Merge” task-pane, click “Next-Starting

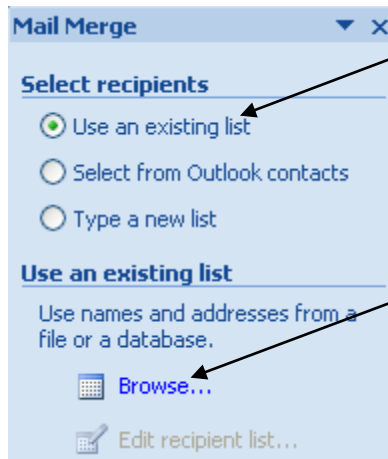


Step 6. Select “Label Options”

Step 7. Make sure your default tray is set for “auto”, and that you have chosen the EXACT type of labels or document you are looking for



Step 8. Select your recipients from a pre-existing list or database.

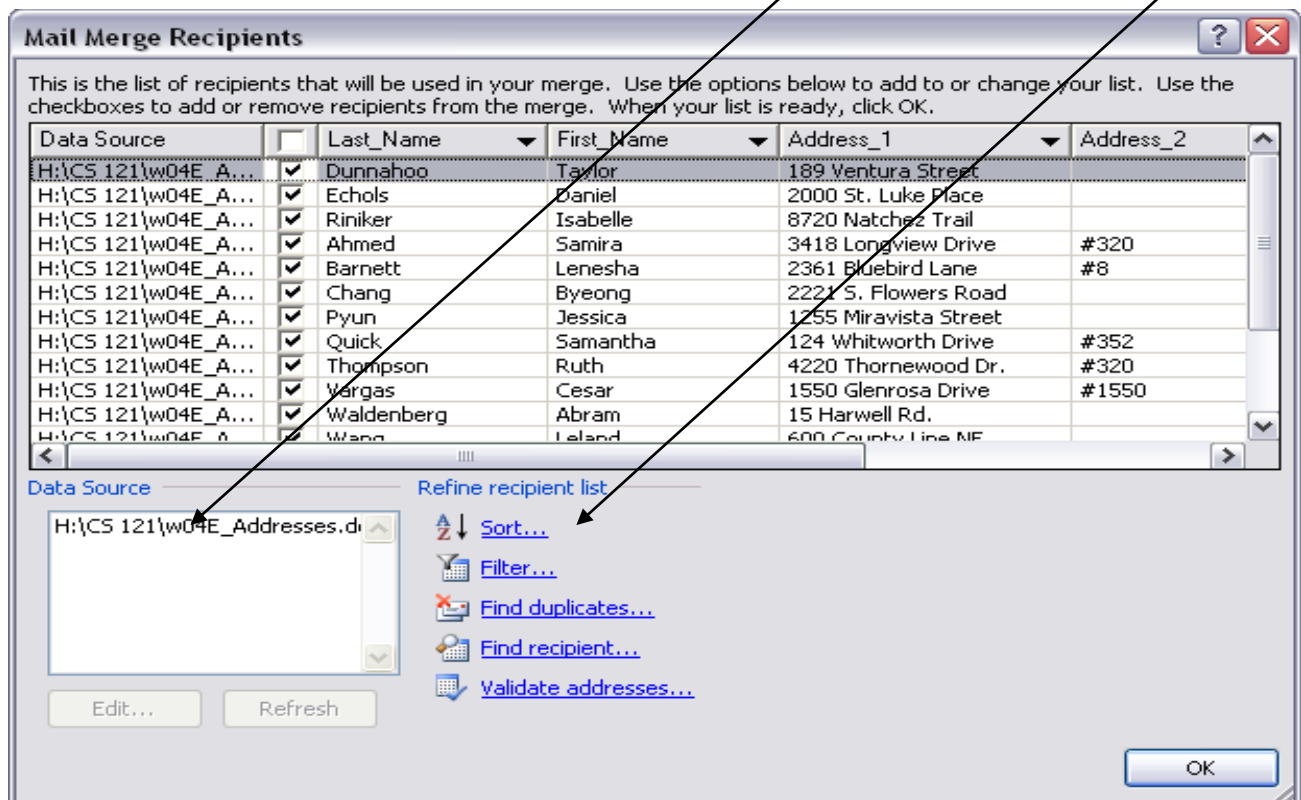


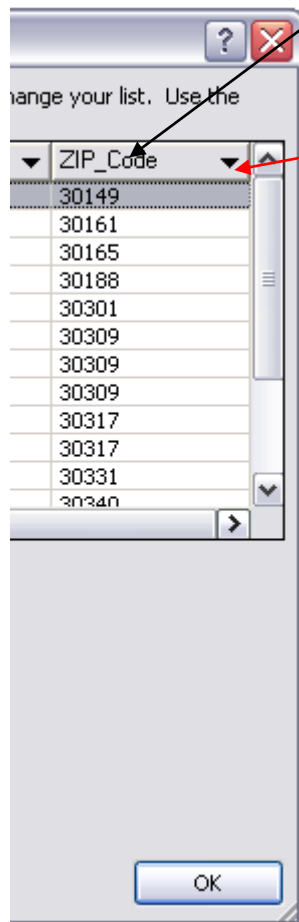
Step 9. Use an existing list if you can, and click “Browse” and navigate to the file or database you are searching for (I am using 4E for an example)

EXAMPLE...then choose “Open”



Step 10. Select your recipients. NOTE- You may have to check the document in the data source tab to make the “Edit” function go live.





Step 11. Sort your list by clicking on the “header” of each row or column, or by using the drop down menu connected to it

Step 12. At this point, your document should look like this:



Step 3 of 6

- Next: Arrange your labels
- Previous: Starting document

Step 13. Arrange your Labels

Mail Merge ▾ ×

Arrange your labels

If you have not already done so, lay out your label using the first label on the sheet.

To add recipient information to your label, click a location in the first label, and then click one of the items below.

- 📄 Address block...
- 📄 Greeting line...
- 📄 Electronic postage...
- 📄 More items...

When you have finished arranging your label, click Next. Then you can preview each recipient's label and make any individual changes.

Replicate labels

Step 14. Click on "Address block"

Step 15. Verify that your labels look the way you want them to.

Insert Address Block ? ×

Specify address elements

☒ Insert recipient's name in this format:

Josh
Josh Randall Jr.
Josh Q. Randall Jr.
Joshua
Joshua Randall Jr.
Joshua Q. Randall Jr.

☒ Insert company name

☒ Insert postal address:

☐ Never include the country/region in the address
☐ Always include the country/region in the address
☒ Only include the country/region if different than:
United States

☒ Format address according to the destination country/region

Preview

Here is a preview from your recipient list:

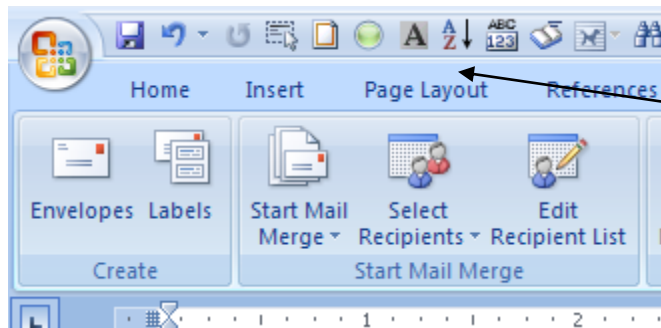
Isabelle Riniker
8720 Natchez Trail
Rome, GA 30149

Correct Problems

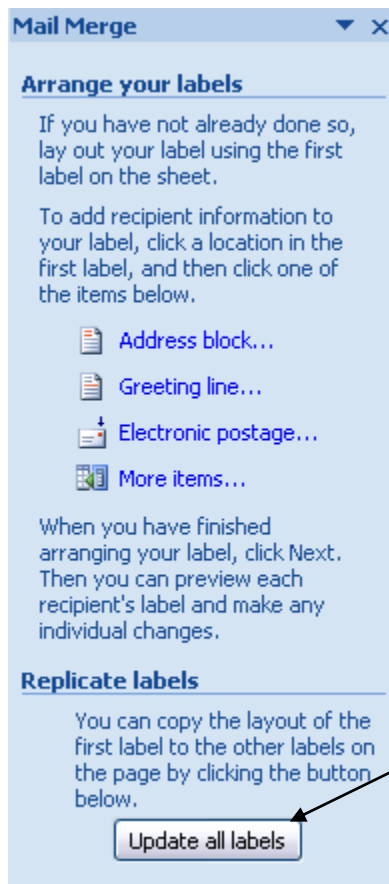
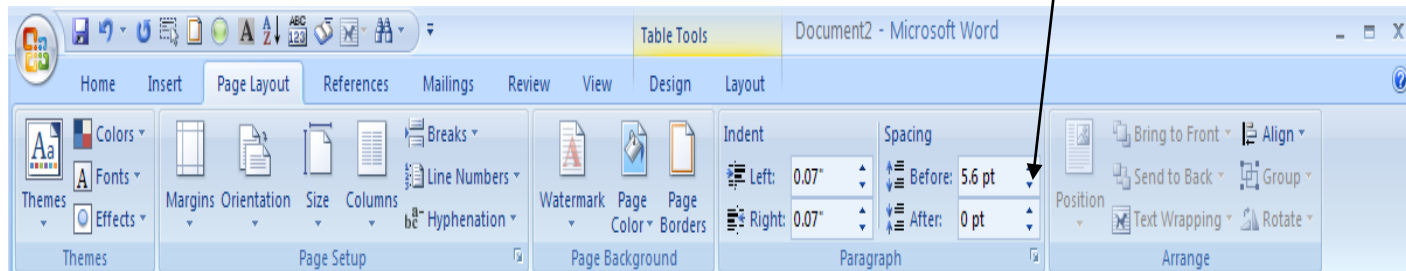
If items in your address block are missing or out of order, use Match Fields to identify the correct address elements from your mailing list.

Match Fields...

OK Cancel



Step 16. Go to the Page Layout group on the ribbon and set your spacing so that the labels will conform to the label dimensions you are using. This is also a good place to check your spelling.



Step 17. Make sure to Update all labels, or your document will be un-usable.

Step 4 of 6

➡ Next: Preview your labels

⬅ Previous: Select recipients

Step 18. Self explanatory. Make sure your labels look correct.

Taylor Dunnahoo
189 Ventura Street
Rome, GA 30161

Daniel Echols
2000 St. Luke Place
Rome, GA 30165

Isabelle Riniker
8720 Natchez Trail
Rome, GA 30149

Samira Ahmed
3418 Longview Drive
#320
Atlanta, GA 30309

Lenesha Barnett
2361 Bluebird Lane
#8
Atlanta, GA 30317

Byeong Chang
2221 S. Flowers Road
Atlanta, GA 30358

Jessica Pyun
1255 Miravista Street
Atlanta, GA 30309

Samantha Quick
124 Whitworth Drive
#352
Atlanta, GA 30340

Ruth Thompson
4220 Thornewood Dr.
#320
Atlanta, GA 30317

Cesar Vargas
1550 Glenrosa Drive
#1550
Atlanta, GA 30301

Abram Waldenberg
15 Harwell Rd.
Atlanta, GA 30309

Leland Wang
600 County Line NE
Atlanta, GA 30331

Walter Perrie
2495 Sunset Drive
Athens, GA 30603

Mauro Calva
82 E. Ramona Blvd.
Woodstock, GA 30188

Julian Omdahl
34 Gloucester Pl.
Gainesville, GA 30504

Marguerite Trevino
648 Pine Cliff St.
Gainesville, GA 30506

Step 19. Complete the merge and save your work!

Step 5 of 6

➡ Next: Complete the merge

⬅ Previous: Arrange your labels