

# Mail Merge In Word 2007

*Tips: Always print out the first page of labels to verify everything is positioned correctly on the page. Verify the direction for the labels/envelopes in the printer.*

## **Create A Page Of The Same Mailing Labels**

### **Step 1**

Click **Mailings, Labels**

### **Step 2**

Type an address in the box

Click **Options**

### **Step 3**

Scroll and select the Label Product Number

(ex. 5160 -- Address Labels)

Click **OK**

### **Step 4**

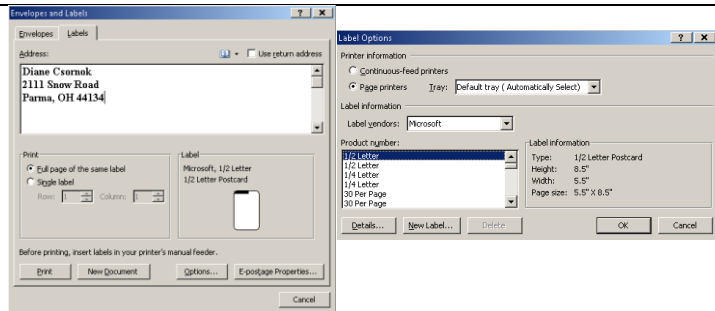
Select **Full page of the same label** or **Single label**

### **Step 5**

Select **New Document** to View

### **Step 6**

Click **Print** to print the labels



## **Create Name Tags, Address Labels OR Letters With Mail Merge**

*Tip: A list of names should already be created in Excel before starting the merge. Creating a list of recipients in Word can be cumbersome (when sharing files) due to file type.*

### **Step 1**

Click **Mailings, Start Mail Merge**

Select **Letters or Labels**

*Note: If familiar with Word 2003, Start the Step by Step Mail Merge Wizard to open the Task Pane*

### **Step 2**

Type the letter or click **Label options**

Select the label size you need (ex. 5095 – Name Tag or 5160 – Address Labels)

Click **OK**

### **Step 3**

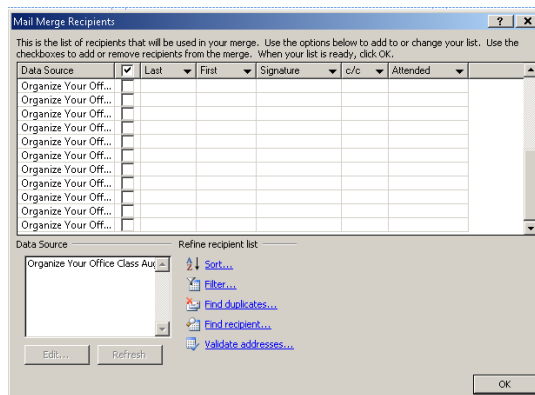
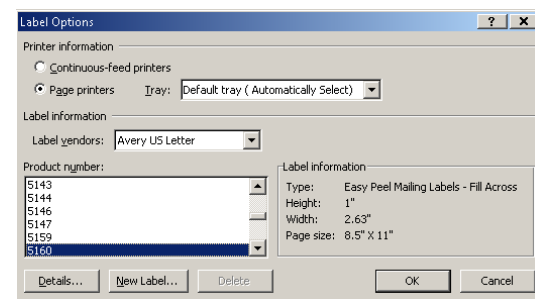
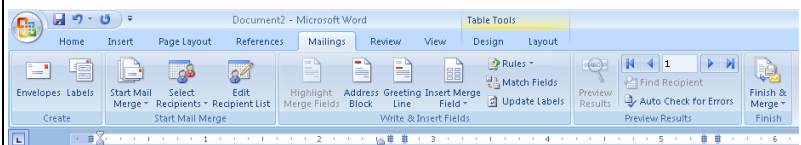
Click **Select Recipients**, select the recipients by using an existing list

Click **Edit Recipient List** to locate a name in the list (ex. Excel spreadsheet)

Review the List

Click **OK**

*Tip: Add and position a graphic to the label before adding field names. Press Enter several times to add space then add graphic.*



#### **Step 4**

Click on Address block, Greeting Line, or Insert Merge Fields  
Select the Address Elements (ex. The \_\_\_\_ Family)  
Format the Name the way you want it to appear (ex. font type, font size, etc)  
*Tip: Click in the address area of the envelope and Insert the Address Block on the first envelope*  
Click on **Update All Labels**  
Click Next

#### **Step 5**

Preview the letters or labels  
Click Next

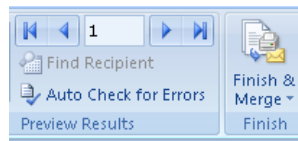
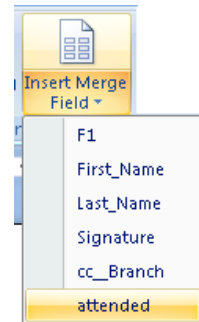
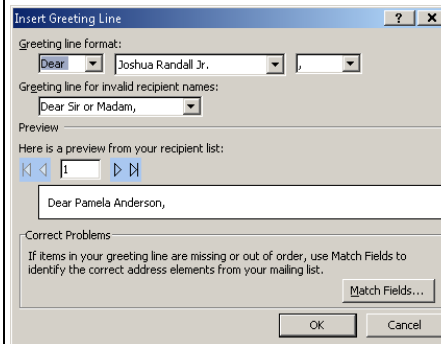
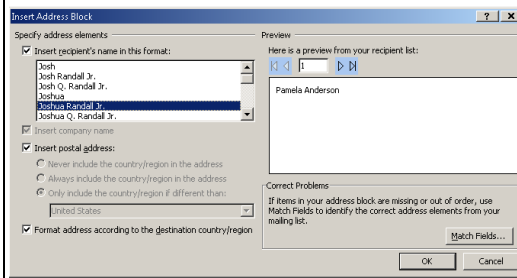
#### **Step 6**

Complete the merge by selecting:

Print

**OR**

Edit Individual Letters/Labels - which sends it to a new document for editing



#### **Additional Notes:**

Contact information created as an Excel spreadsheet works best when performing a Mail Merge (there tends to be less hang-ups when performing the merge). It is also easier to share Excel files between people since Word creates an Access database of names (databases are difficult to email).

For easier printing, perform separate mail merges for envelopes and letters.