# Mail Merge
## and
# Mailing Labels

## Word 2007

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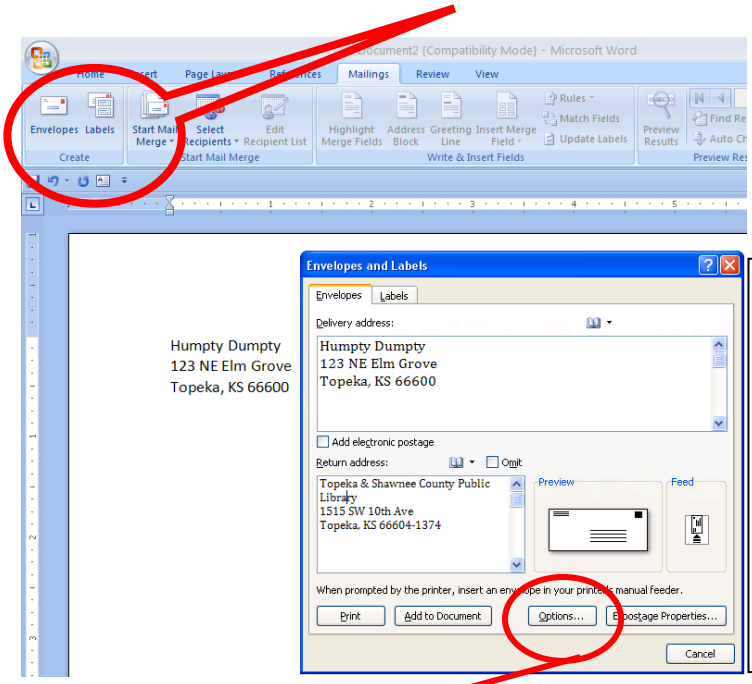
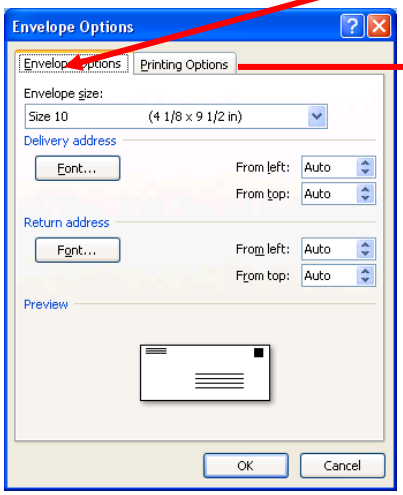
**Single envelope**: First, type the address on a blank document.
Click on the **Mailings** tab. Find **Envelopes** and **Labels** on the left side of the ribbon.

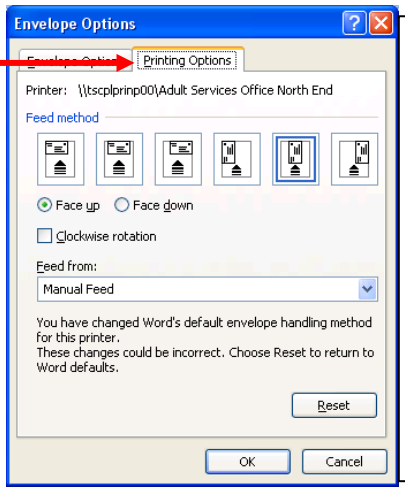



The address you typed will appear in the **Delivery address** box.

Type a return address, if you want, in the **Return address** box.

Click on the **Options** button to choose envelope size and how the envelope will be placed in your printer.



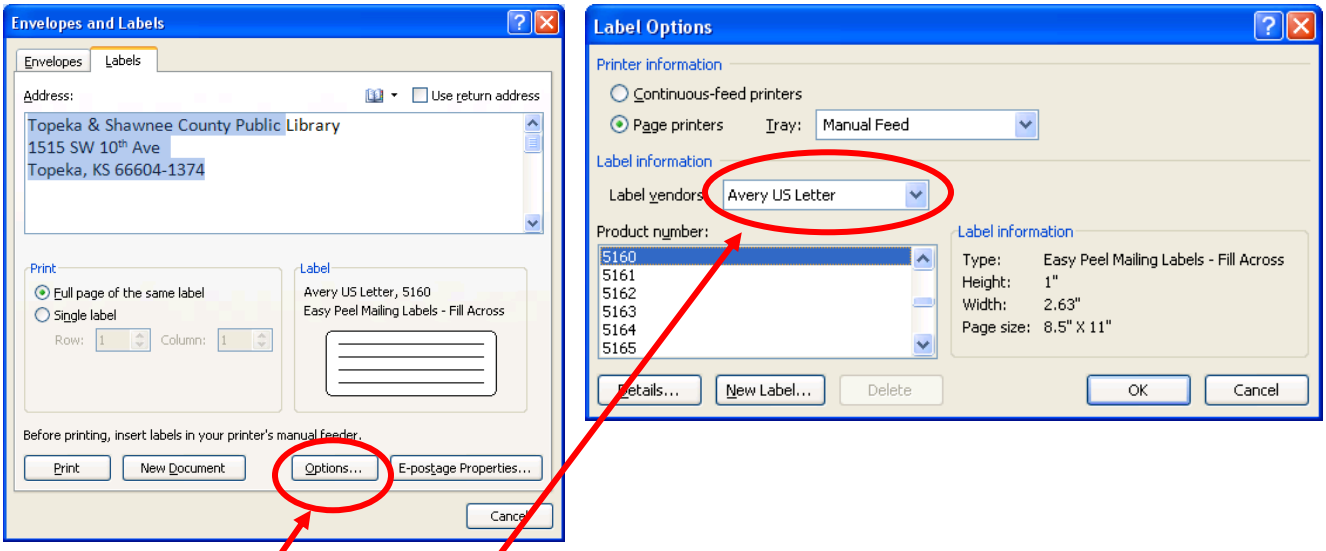

Set printing options to suit your printer. Read your printer manual or look where the paper feeds into the printer. You will see an envelope like one on this dialog box. This is a one-time task. You won't need to do this again unless you change printers.

A regular business size envelope is **Size 10**.
A "check" sized envelope is **Size 6¾**

Click on **OK** at the bottom of each screen to return to the **Envelopes & Labels** screen.

Click on **Print**. Or, if you want to see the envelope on the screen, click on **Add to Document** to see the envelope with the address. The address is in a text box in the center of the envelope. Click on the delivery address to see the edges of the text box. Drag the text box, if needed, to adjust the position of the address on the envelope. Click outside the text box to make the text box outline disappear.

**Single Label or Full Sheet of the Same Label:** Click on **Mailings**. Click on **Labels**.

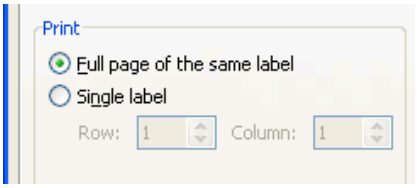



Click on the **Options** button to change the size of the label. On the Label Options dialog box, change the **Label products**, if needed, to **Avery US Letter** or **Avery Standard**. Scroll in the Product number to find the label number which is located on the package. When finished, click OK.

Most people use standard "three across" labels. The most common numbers for this size label is **5160** or **8160** but there are many others. You don't need to buy Avery labels. Other manufacturers use the same Avery numbers.

Choose **Full page of the same label** to create return address labels or price stickers for a garage sale.

**Single label** is used for shipping labels or if you want to use up partially used sheets of labels.



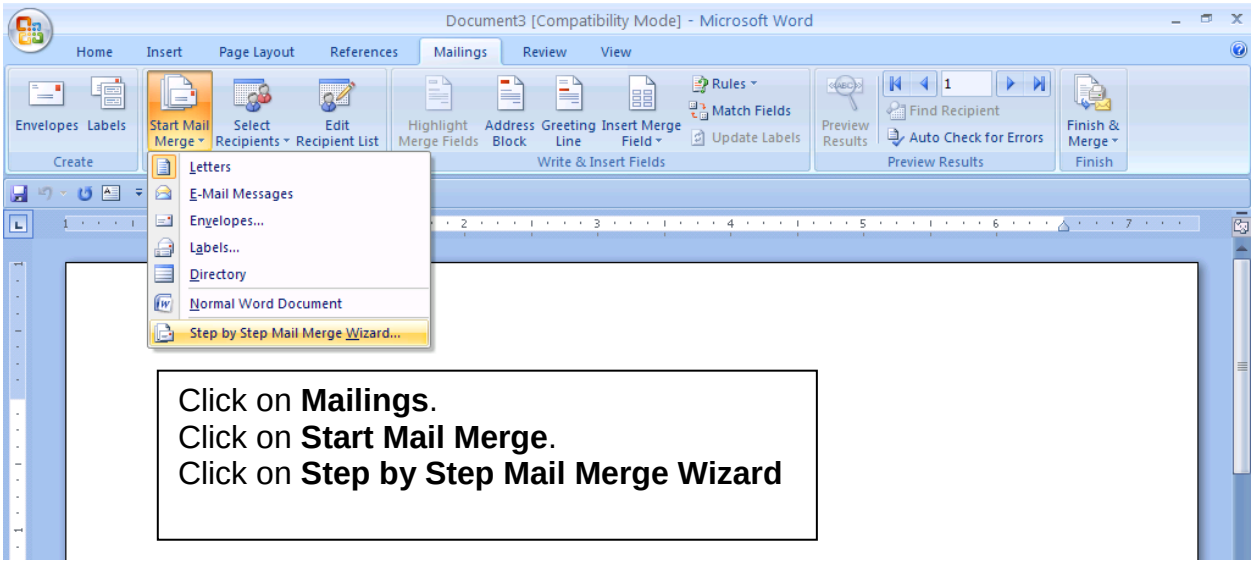

Click on **Print**. To see the labels before printing, click on **New Document**. Then print.

### How to get sheets of labels with a different address on each label

This is one way to do it. However, it is not the recommended way. For the same amount of typing, you could have more than sheets of labels. See Mail Merge section on the next page.

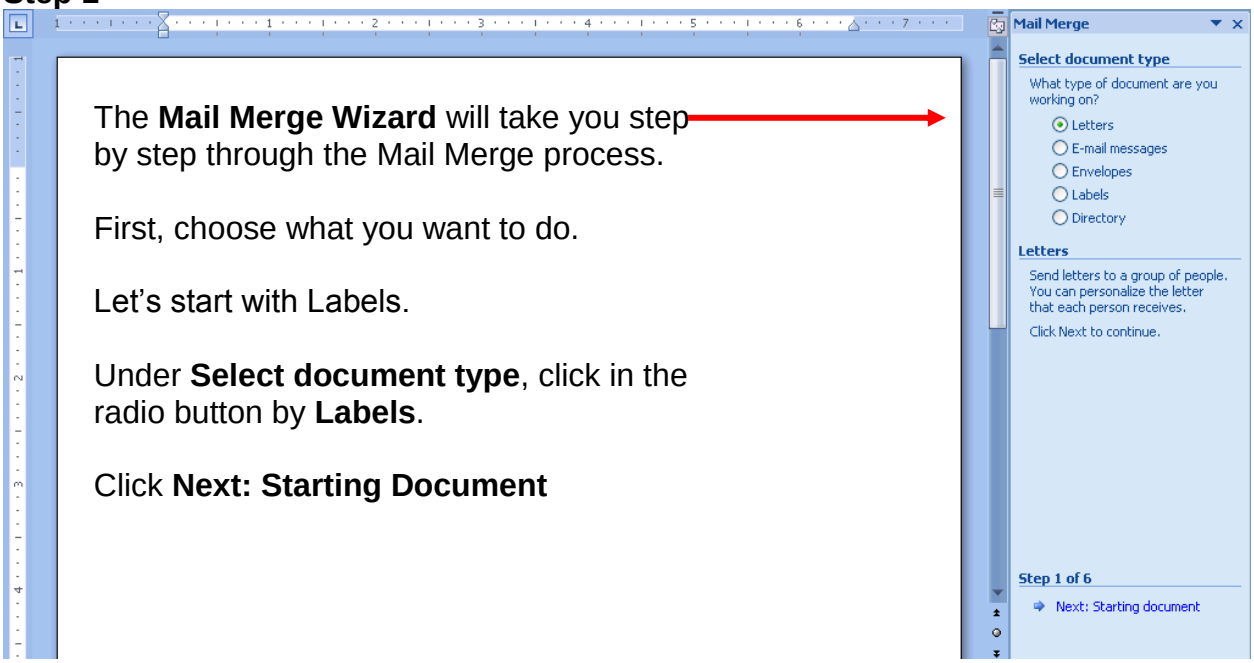
First, make sure you have a blank Word document open. Then click on the **Mailings** tab. Click on **Labels**. Choose **Full page of the same label**. Click on **Options**. Choose the label size. Click OK. Click on **New Document**. Type the first label. Press the **Tab** key **twice** to move to the next label. At the end of the first row, press the Tab key to go to the beginning of the next row. At the end of the page, press the **Tab** key and a new blank row of labels will appear on the next page. Save the document.

**Mail Merge** requires that you have a list created previously. Create lists in Excel, a Word table, or an Access database. All work equally well. From a list, create more than labels. **Create form letters, envelopes, mailing labels or a directory.**




Click on **Mailings**.
Click on **Start Mail Merge**.
Click on **Step by Step Mail Merge Wizard**

**Step 1**




The **Mail Merge Wizard** will take you step by step through the Mail Merge process.

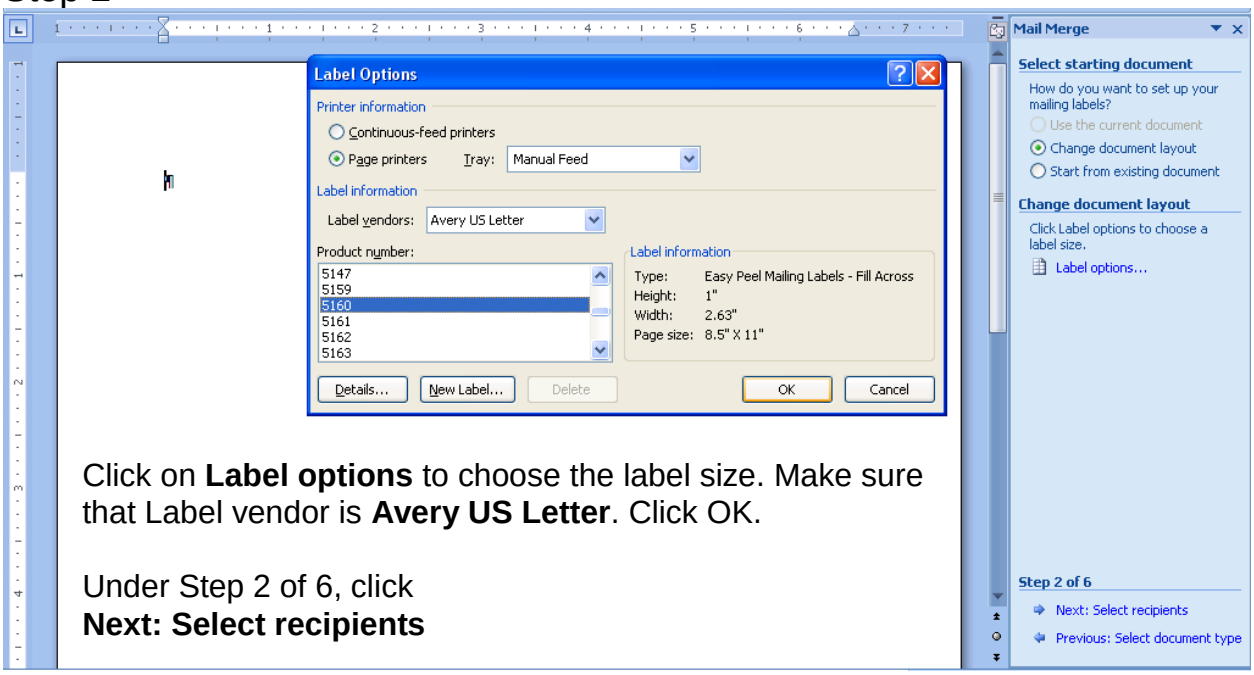
First, choose what you want to do.

Let's start with Labels.

Under **Select document type**, click in the radio button by **Labels**.

Click **Next: Starting Document**

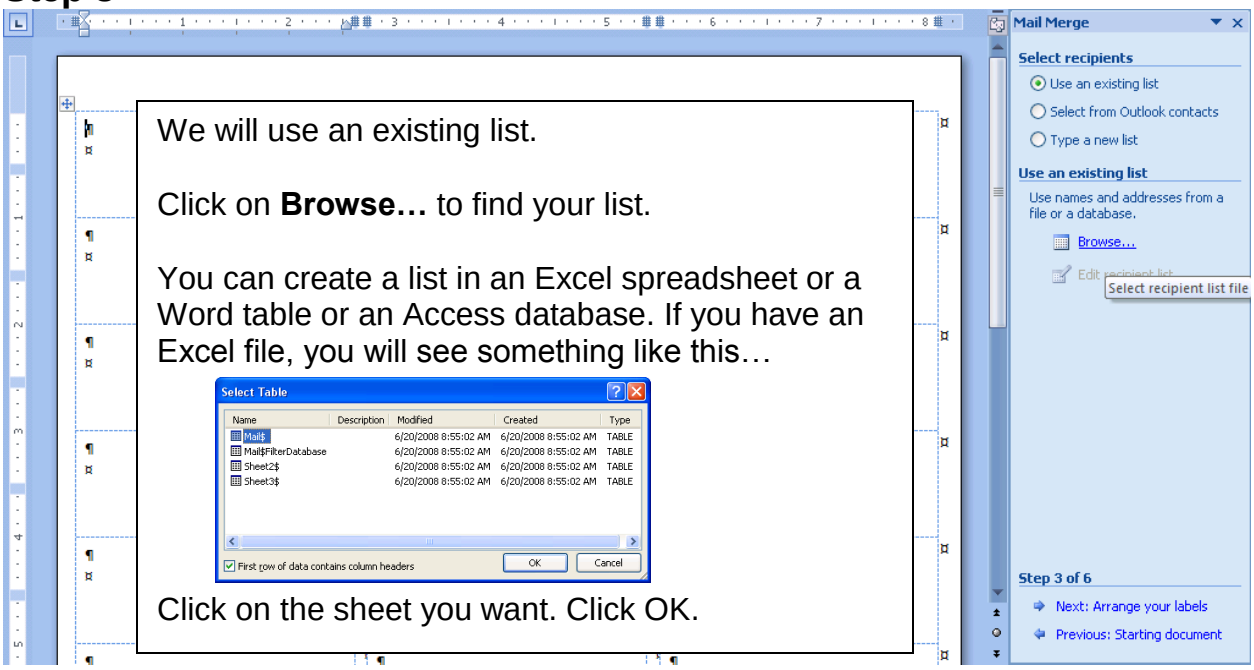
## Step 2




Click on **Label options** to choose the label size. Make sure that Label vendor is **Avery US Letter**. Click OK.

Under Step 2 of 6, click
**Next: Select recipients**

## Step 3




We will use an existing list.

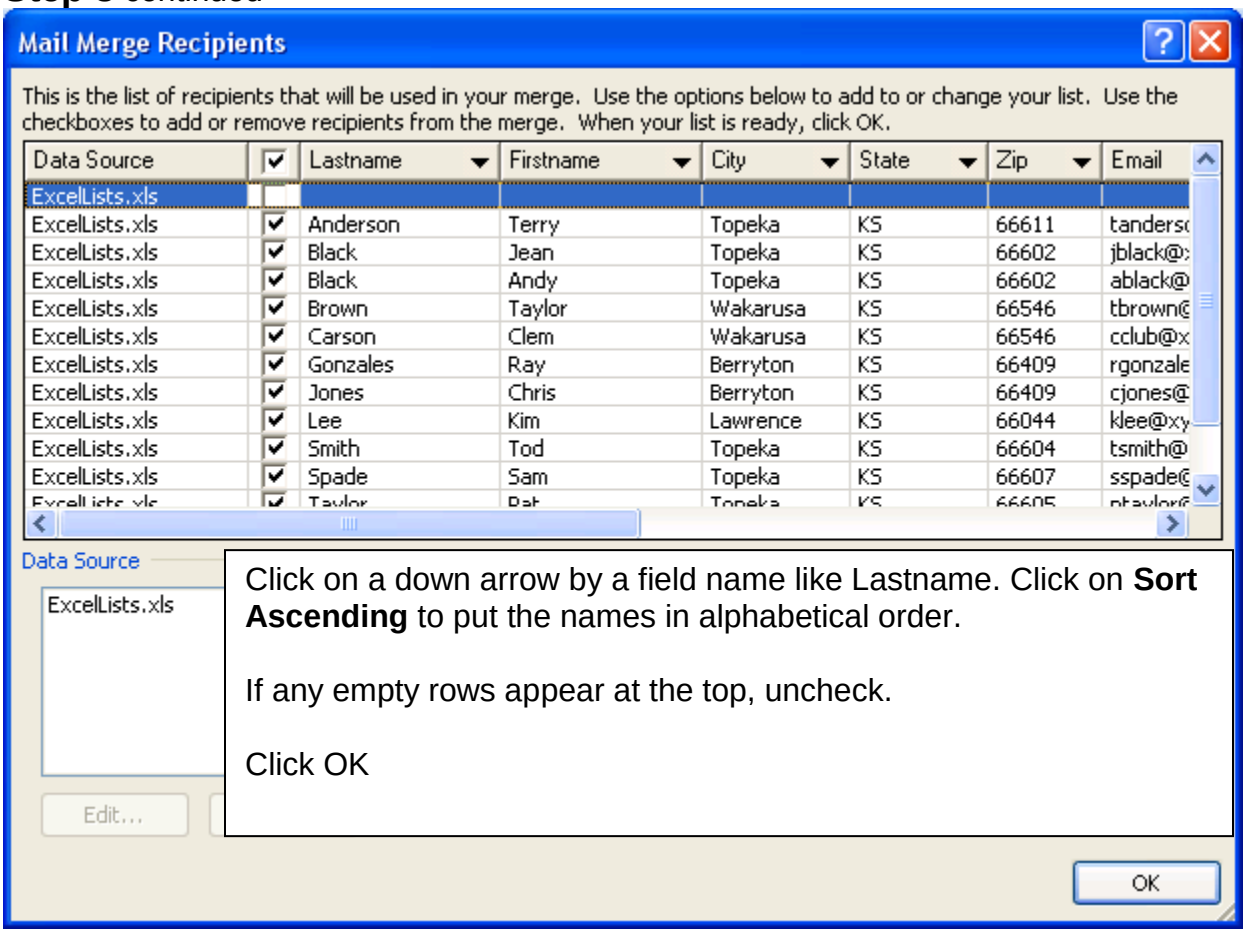
Click on **Browse…** to find your list.

You can create a list in an Excel spreadsheet or a Word table or an Access database. If you have an Excel file, you will see something like this…




Click on the sheet you want. Click OK.

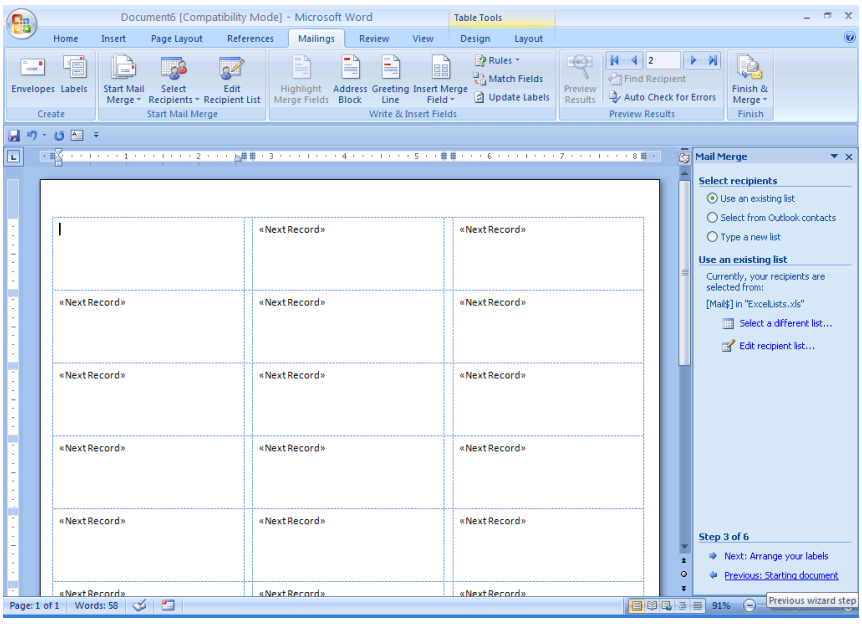
## **Step 3** continued




Click on a down arrow by a field name like Lastname. Click on **Sort Ascending** to put the names in alphabetical order.

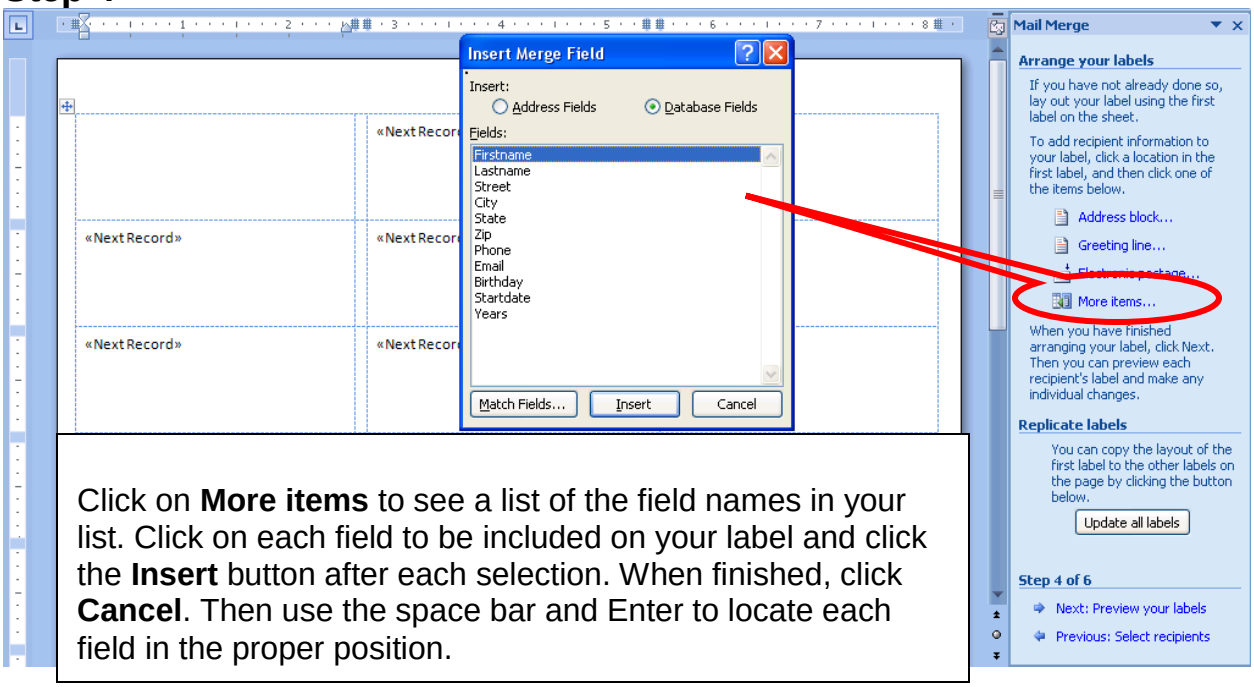
If any empty rows appear at the top, uncheck.

Click OK

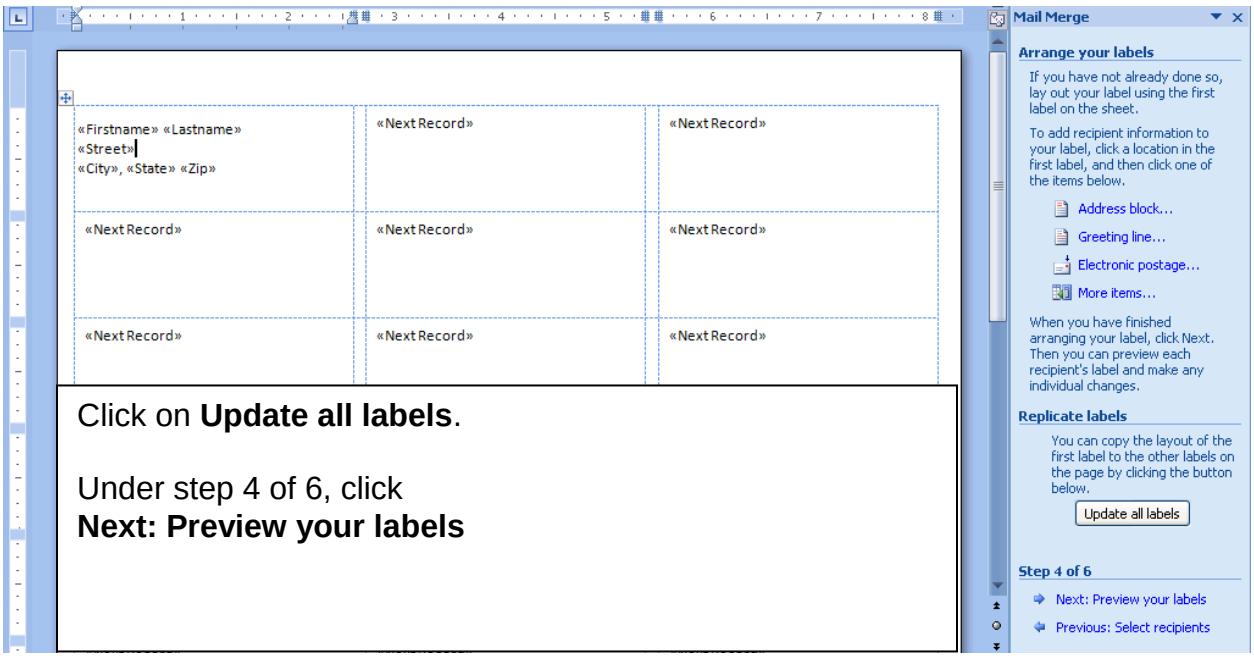



Under Step 3 of 6, click **Next: Arrange your label**

## Step 4



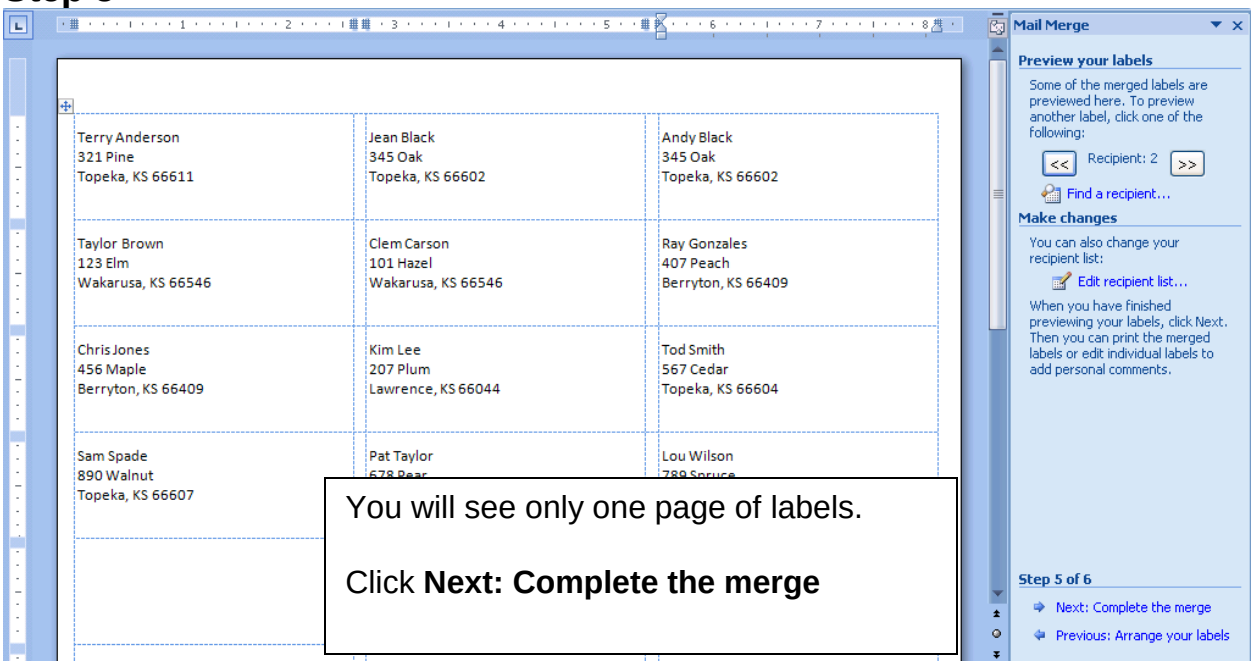

Click on **More items** to see a list of the field names in your list. Click on each field to be included on your label and click the **Insert** button after each selection. When finished, click **Cancel**. Then use the space bar and Enter to locate each field in the proper position.




Click on **Update all labels**.

Under step 4 of 6, click
**Next: Preview your labels**

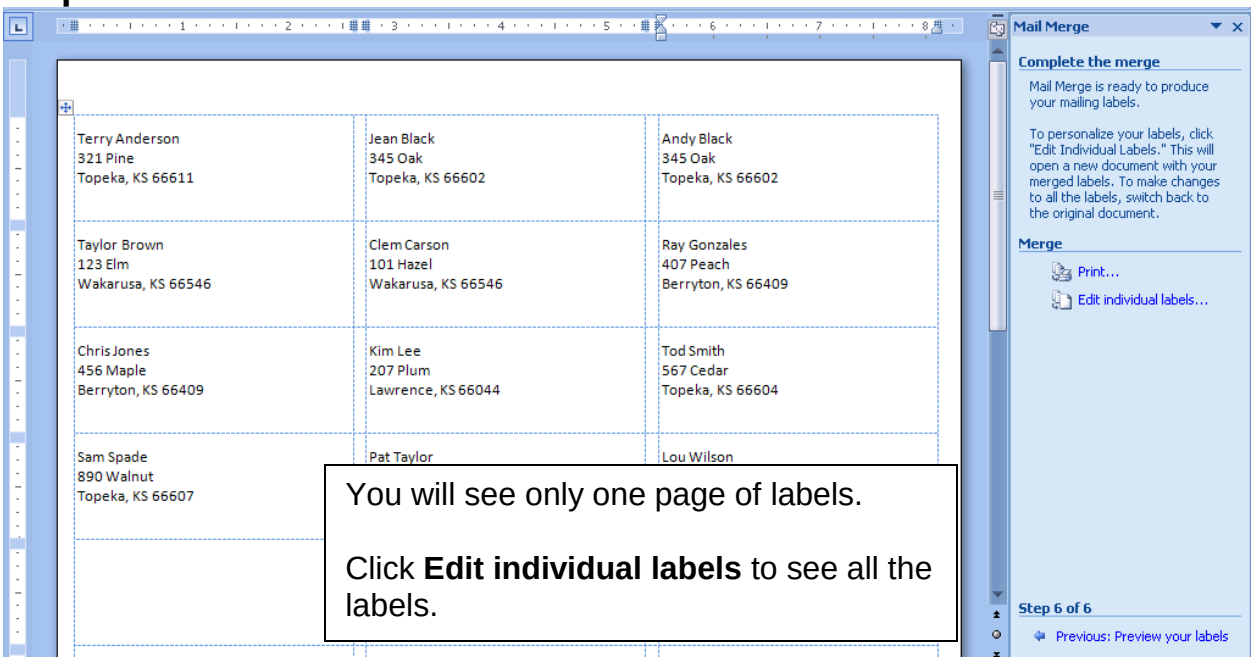
## Step 5




You will see only one page of labels.

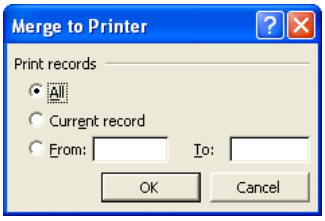
Click **Next: Complete the merge**

## Step 6




You will see only one page of labels.

Click **Edit individual labels** to see all the labels.

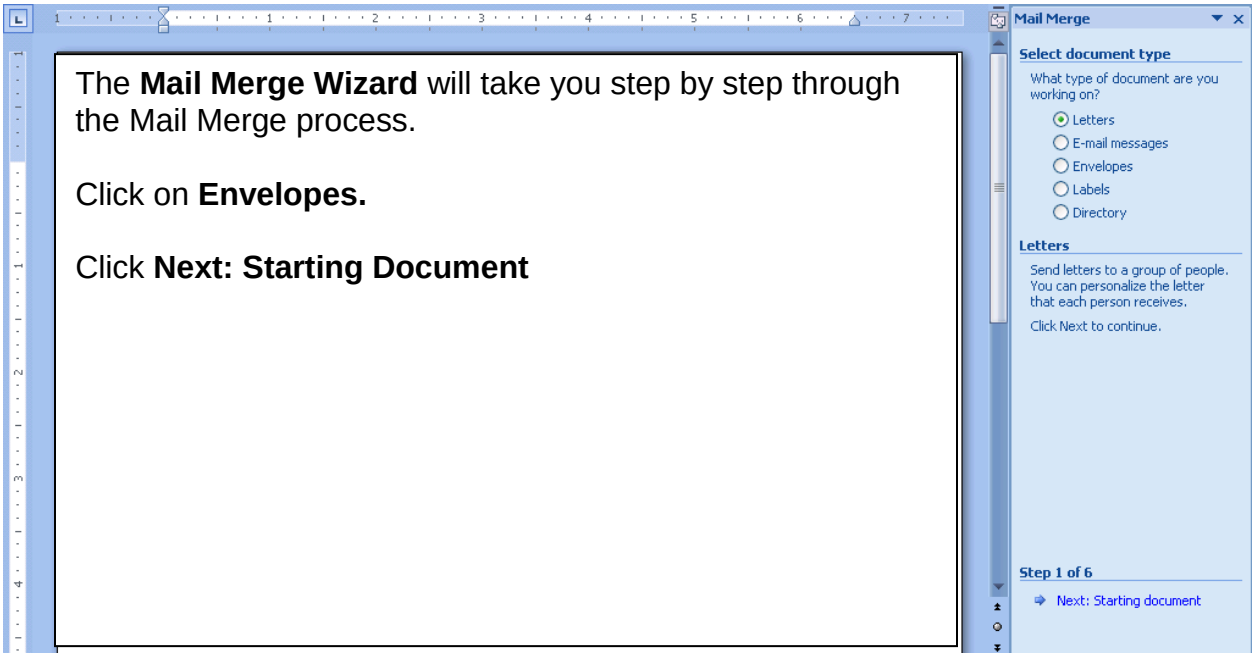



Click OK.

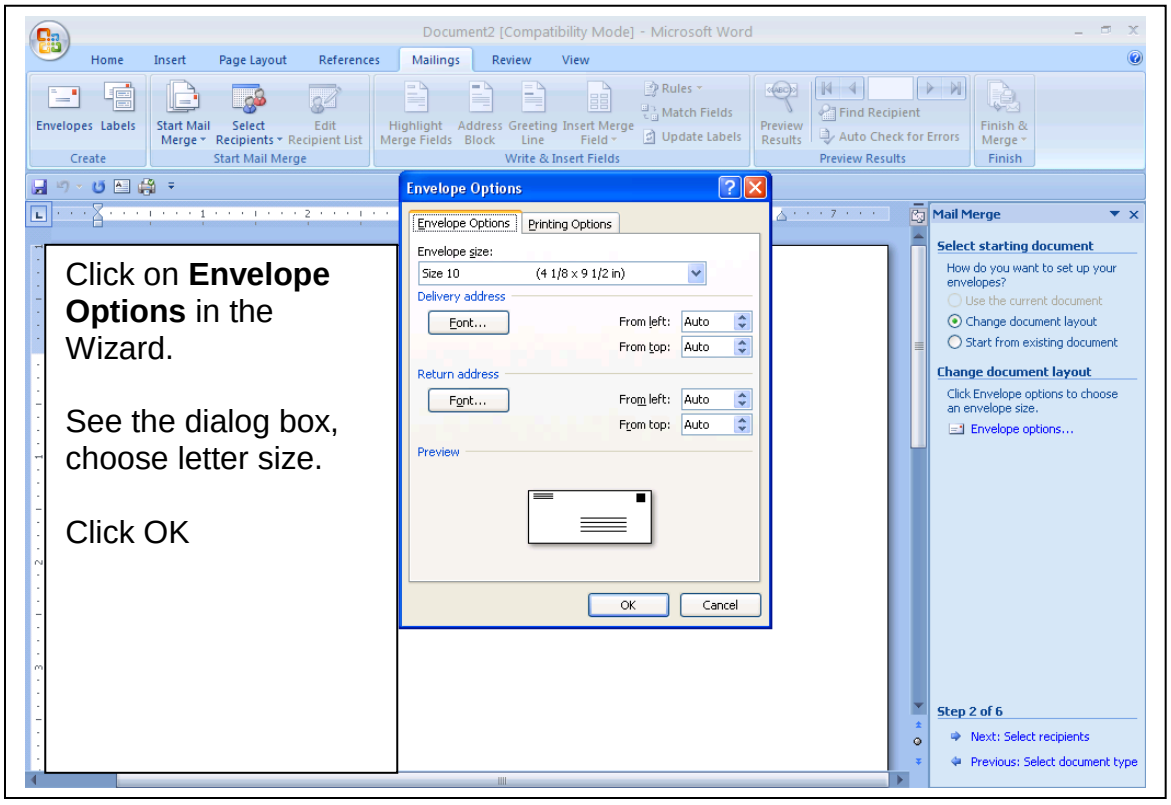
You will see the labels in a new document. Print the labels.

## Step 1: Envelopes

Click on **Mailings**.
Click on **Start Mail Merge**.
Click on **Step by Step Mail Merge Wizard**

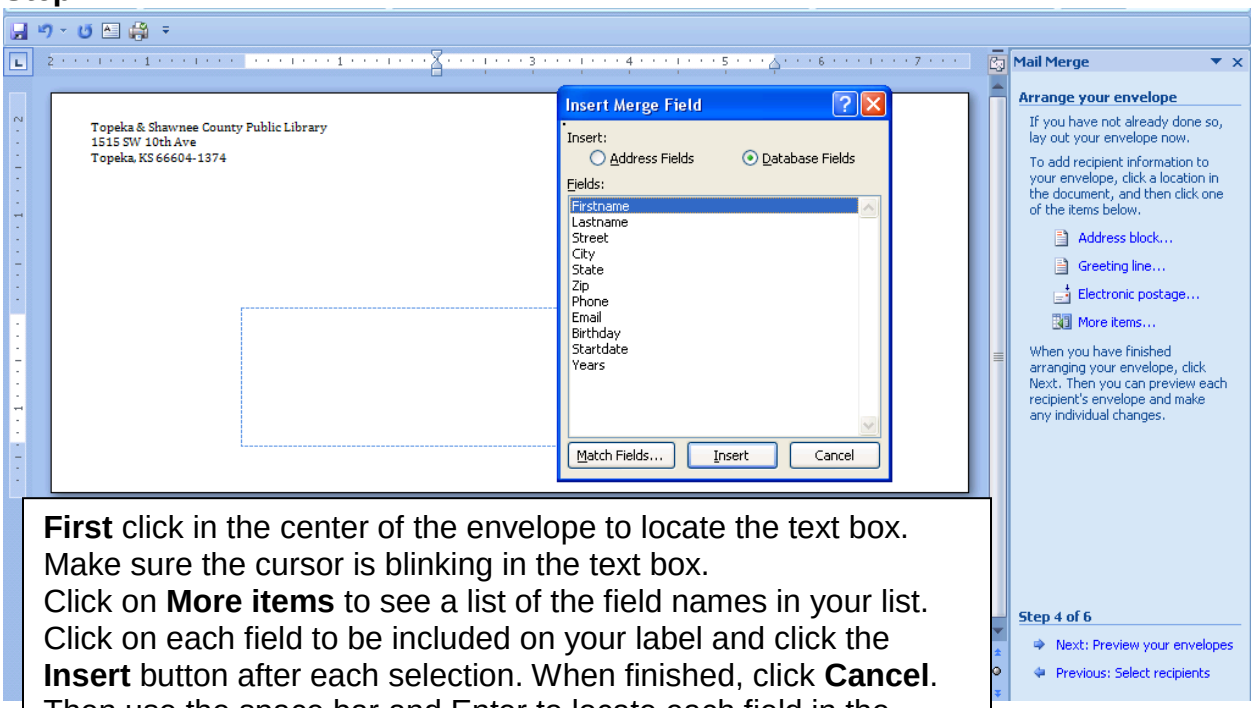



**Step 2**



**Step 3**
Click on **Browse** to find your list. Sort the list if needed.
When finished, click on **Next: Arrange your envelope**.

**Step 4**




**First** click in the center of the envelope to locate the text box. Make sure the cursor is blinking in the text box.
Click on **More items** to see a list of the field names in your list. Click on each field to be included on your label and click the **Insert** button after each selection. When finished, click **Cancel**. Then use the space bar and Enter to locate each field in the proper position.
Under Step 4 of 6, click **Next: Preview your envelopes**

**Step 5:** You will see only one envelope. Click **Next: Complete the merge**
**Step 6:** You'll still see just one envelope. Click **Edit individual envelopes** to see all of them. Put envelopes in the printer and print.