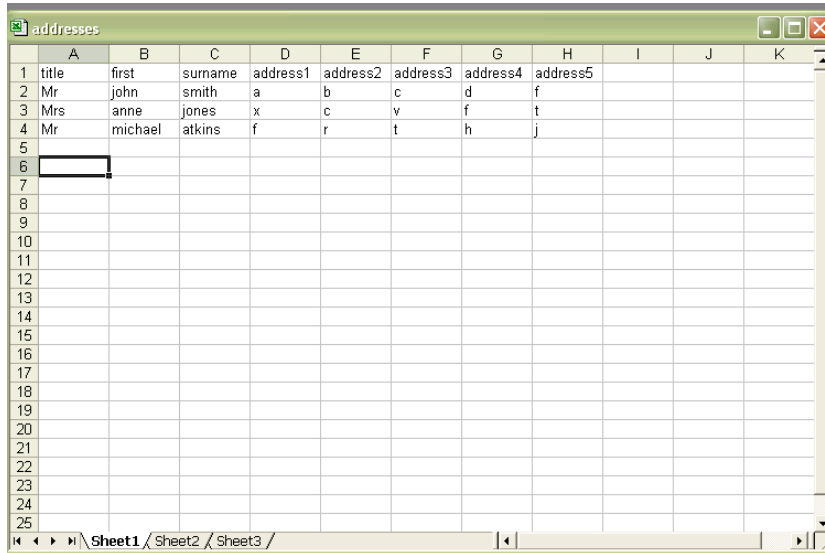


Printing Labels using Microsoft Office

There are several ways of entering the names and addresses that you want to use for your label print run.

- You can put the details into a **spreadsheet**
- Make sure that the first row in your spreadsheet contains the headings for the information below i.e. “Title”, “Surname”, “Address1” etc



| | A | B | C | D | E | F | G | H | I | J | K |
|----|-------|---------|---------|----------|----------|----------|----------|----------|---|---|---|
| 1 | title | first | surname | address1 | address2 | address3 | address4 | address5 | | | |
| 2 | Mr | john | smith | a | b | c | d | f | | | |
| 3 | Mrs | anne | jones | x | c | v | f | t | | | |
| 4 | Mr | michael | atkins | f | r | t | h | j | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | | | | | | | | | | | |
| 9 | | | | | | | | | | | |
| 10 | | | | | | | | | | | |
| 11 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |
| 13 | | | | | | | | | | | |
| 14 | | | | | | | | | | | |
| 15 | | | | | | | | | | | |
| 16 | | | | | | | | | | | |
| 17 | | | | | | | | | | | |
| 18 | | | | | | | | | | | |
| 19 | | | | | | | | | | | |
| 20 | | | | | | | | | | | |
| 21 | | | | | | | | | | | |
| 22 | | | | | | | | | | | |
| 23 | | | | | | | | | | | |
| 24 | | | | | | | | | | | |
| 25 | | | | | | | | | | | |

- If you use **Microsoft Outlook** you can use your “**Contacts**” file
- You can enter the details via the “**Letters & Mailings**” option.
- You can put the details into an **Access Database**

Word 97/2003

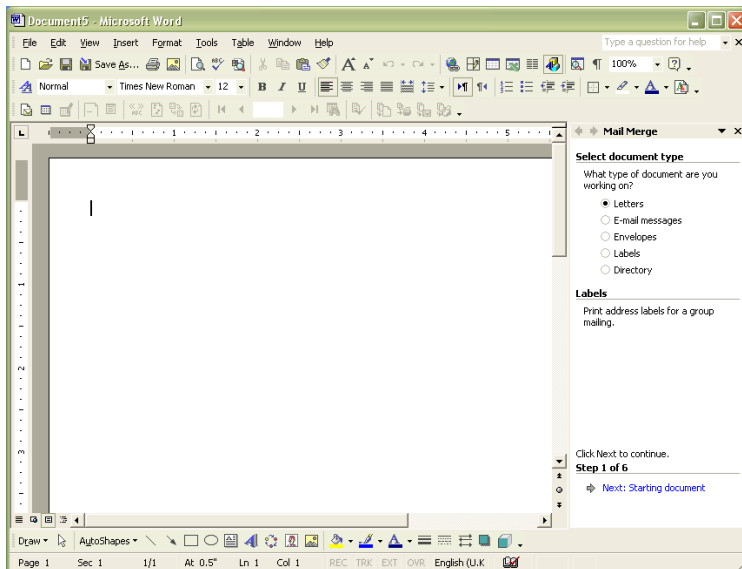
Open a new document in Word

There are two ways of doing mailing labels - one is to use the wizard and the other is to use the Mail merge tool bar. The option demonstrated is via the Wizard.

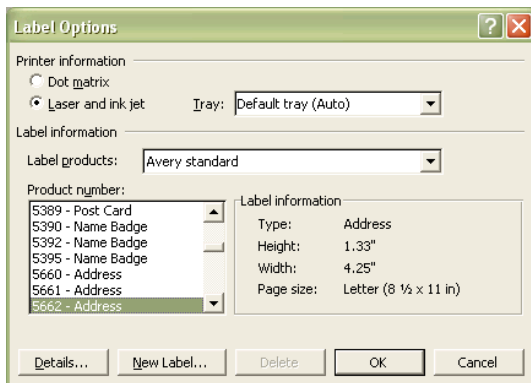
Click Tools, Letters and Mailing, Mail Merge Wizard

On the right hand side select document type - click “Labels”

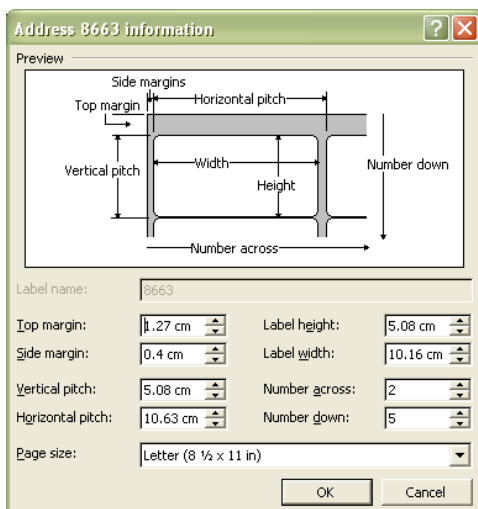
Printing Labels using Microsoft Office



At the bottom click “starting document”
Click Label options to choose your label layout



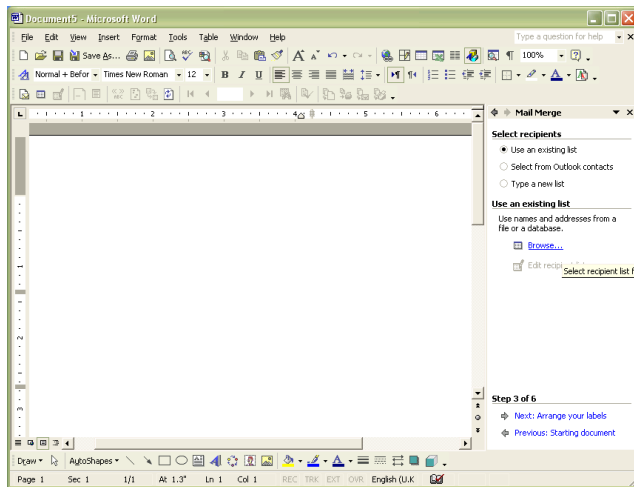
Look on your labels packet for the label reference number and size. If you cannot see what you want in the “Avery standard” then click the down arrow by “Label products” and choose “Avery A4 & A5 sizes”. If you cannot find the size you want then click the “Details” button and enter your own dimensions.



When you have decided which label type to use click OK and then at the bottom choose “select recipients”.

Printing Labels using Microsoft Office

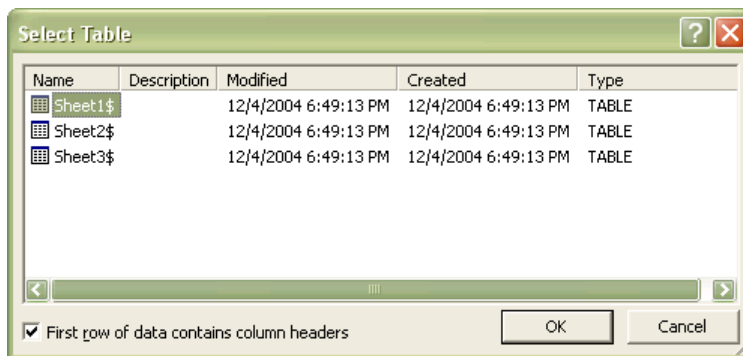
If you have the names and addresses already stored in a file then Click “Use existing list” and then “Browse” to find your saved file otherwise choose “Outlook contacts” or “Type a new list”.



Spreadsheet option

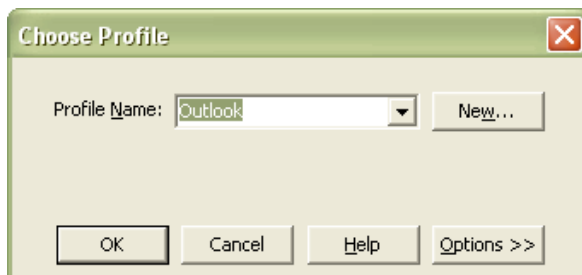
Find and open your spreadsheet

Make sure the box is ticked to say that the first row contains headers



Using Outlook Contacts

Choose your contacts folder

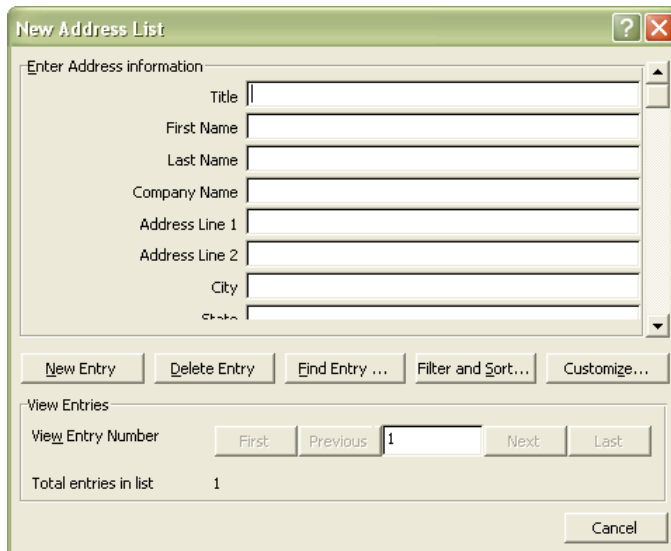


Entering details via “Letters & Mailing”

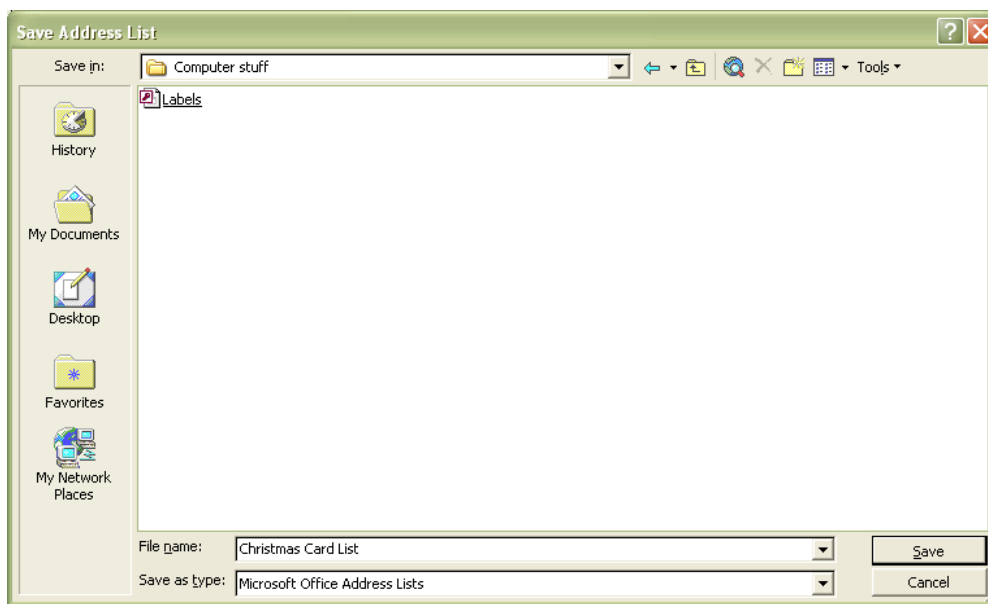
Click “Type a new list”

Type in the details of the people to whom you are going to send the label. Click “New Entry” for each additional name & address. When you have finished the list click “Close”. You will then be prompted to save the file. Choose a suitable folder and give it an appropriate name

Printing Labels using Microsoft Office



The "New Address List" dialog box is used to create a new list of addresses. It features a "Enter Address information" section with input fields for Title, First Name, Last Name, Company Name, Address Line 1, Address Line 2, and City. Below this are buttons for "New Entry", "Delete Entry", "Find Entry...", "Filter and Sort...", and "Customize...". The "View Entries" section shows "View Entry Number" with "First", "Previous", "Next", and "Last" buttons, and a "Total entries in list" field showing "1". A "Cancel" button is at the bottom right.

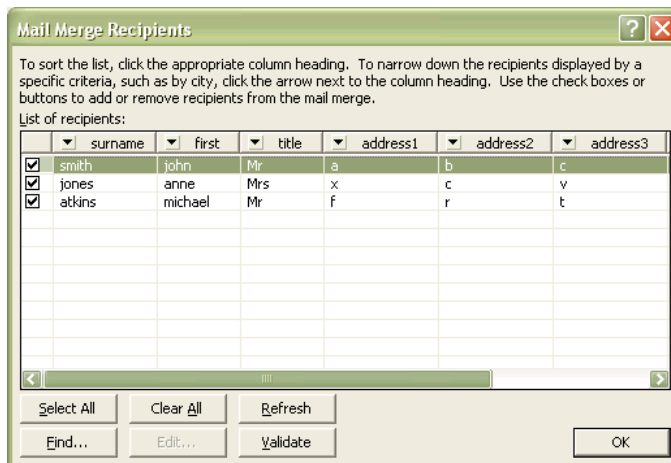


The "Save Address List" dialog box is used to save the address list. It shows the "Save in:" location as "Computer stuff" and a "Labels" folder. The "File name:" field contains "Christmas Card List" and the "Save as type:" field is set to "Microsoft Office Address Lists". "Save" and "Cancel" buttons are at the bottom right.

After you click "Save" you will get a view of the names & addresses.

All options

Select the names that you want from the displayed list

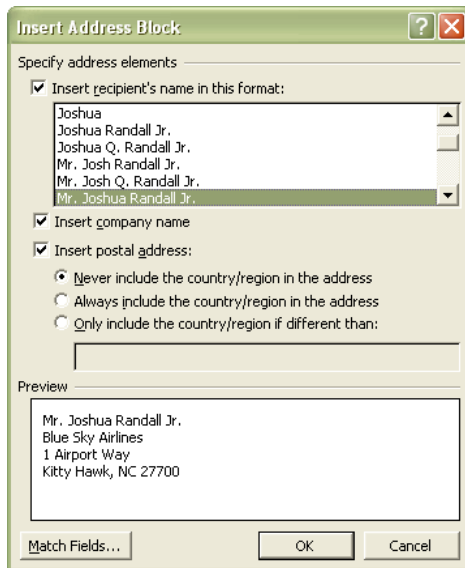


The "Mail Merge Recipients" dialog box displays a list of recipients with columns for surname, first, title, address1, address2, and address3. The first three rows are checked. Below the list are buttons for "Select All", "Clear All", "Refresh", "Find...", "Edit...", "Validate", and "OK".

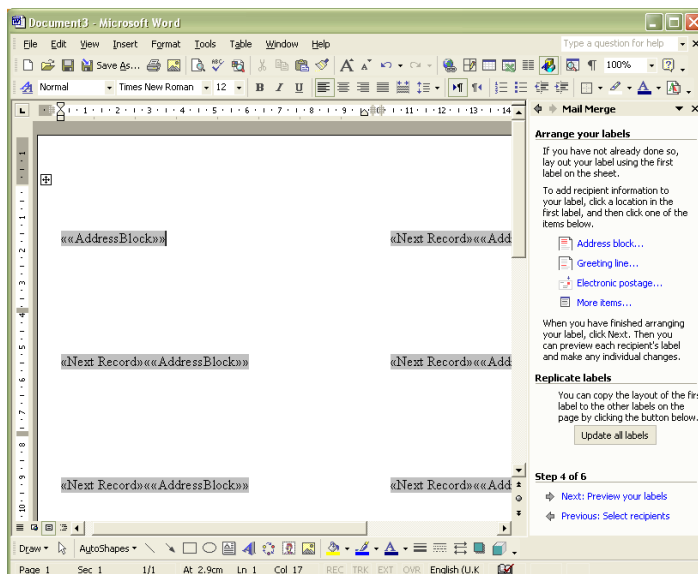
| | surname | first | title | address1 | address2 | address3 |
|-------------------------------------|---------|---------|-------|----------|----------|----------|
| <input checked="" type="checkbox"/> | smith | john | Mr | a | b | c |
| <input checked="" type="checkbox"/> | jones | anne | Mrs | x | c | v |
| <input checked="" type="checkbox"/> | atkins | michael | Mr | f | r | t |
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | | | | | | |

Click OK and then click "Arrange your labels" and choose the layout that you like best.

Printing Labels using Microsoft Office



Click “Update all labels” to get the field names into all of the labels



Click “Preview” to check all is OK

Click “Complete the merge”

If you want to save the document, you can do so here, this will save you having to go through all the steps again next time you want to print labels.

Then take the print option. I would suggest that you print just the first 10 (say) on plain paper to check that the line up is correct before you do the “live” run otherwise you might waste an awful lot of expensive paper!

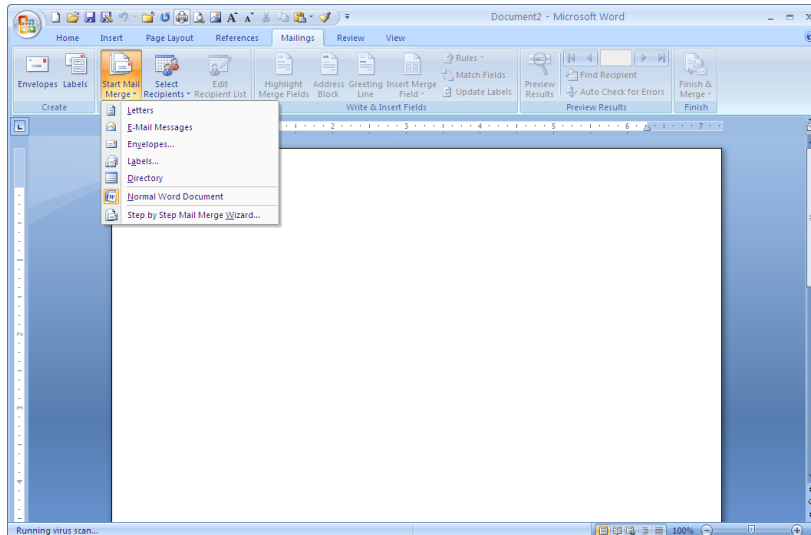
Printing Labels using Microsoft Office

Office 2007

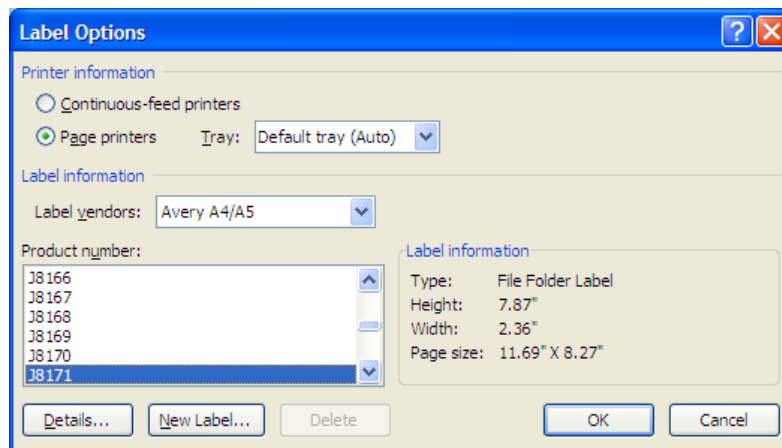
Open a new document in Word

Click the Mailings tab

Click “Start Mail Merge”



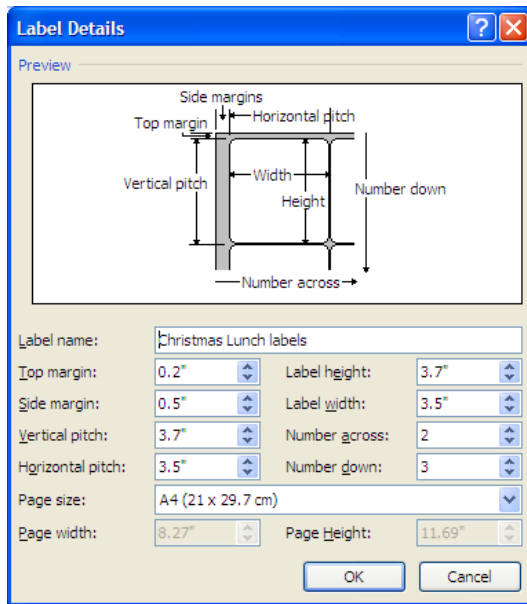
Click “Labels”



Choose your label layout

Look on your labels packet for the label reference number and size. If you cannot find the size you want then click the “New Label” button and enter your own dimensions.

Printing Labels using Microsoft Office



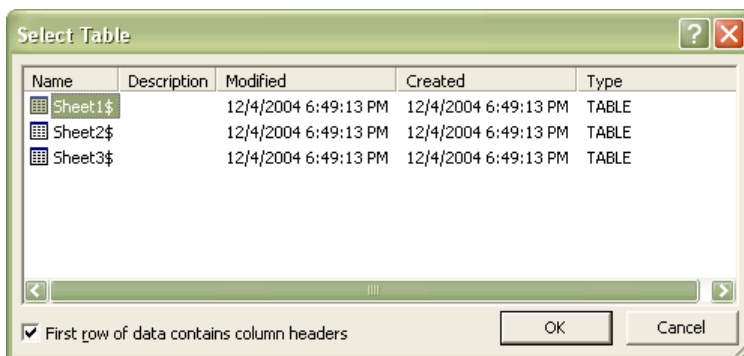
When you have decided which label type to use click OK and then click “Select Recipients”.

If you have the names and addresses already stored in a file then Click “Use existing list” and then “Browse” to find your saved file otherwise choose “Outlook contacts” or “Type a new list”.

Spreadsheet option

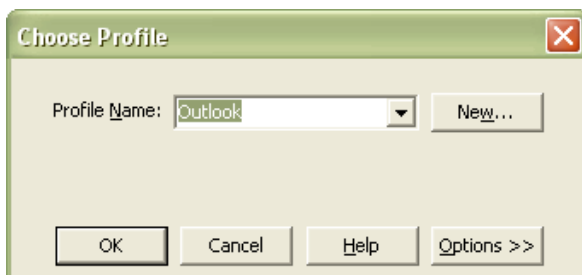
Find and open your spreadsheet

Make sure the box is ticked to say that the first row contains headers



Using Outlook Contacts

Choose your contacts folder

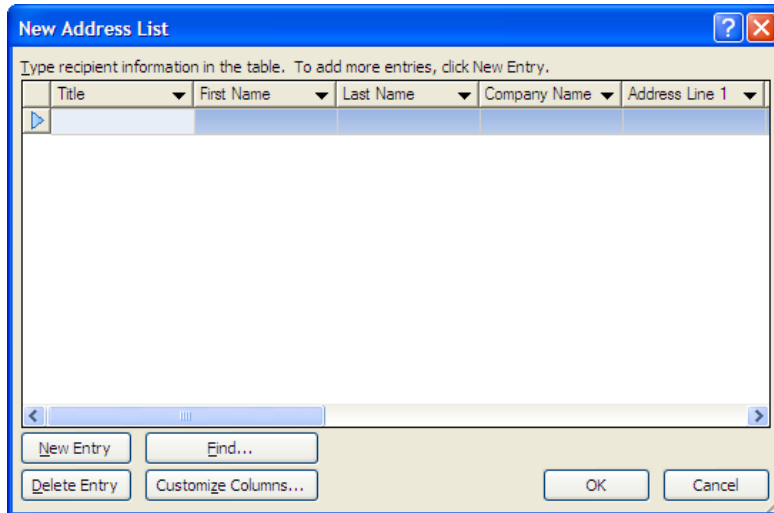


Entering details via “Letters & Mailing”

Click “Type a new list”

Printing Labels using Microsoft Office

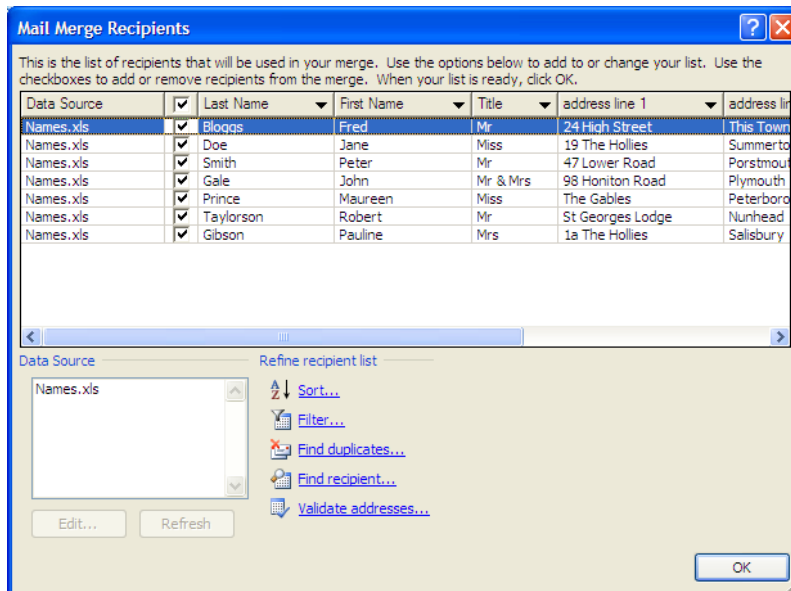
Type in the details of the people to whom you are going to send the label. Click “New Entry” for each additional name & address. When you have finished the list click “Close”. You will then be prompted to save the file. Choose a suitable folder and give it an appropriate name



After you click “Save” you will get a view of the names & addresses.

All options

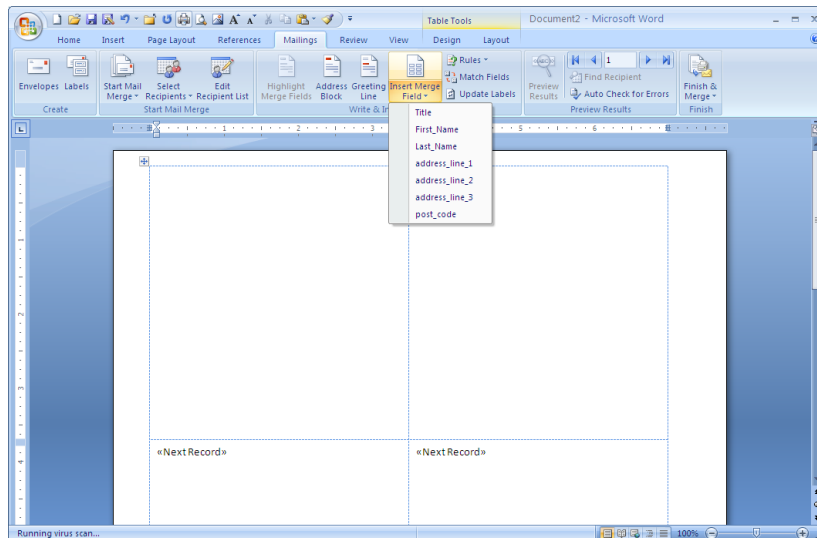
If you want to make any changes to the list of names then click the “Edit Recipient List” option



Select the names that you want from the displayed list

Insert the required fields into your label

Printing Labels using Microsoft Office



Click “Update labels” to get the field names into all of the labels

Click “Preview Results” to check all is OK

If you want to save the document, you can do so here, this will save you having to go through all the steps again next time you want to print labels.

Click “Finish & Merge”

Then take the print option. I would suggest that you print just the first 10 (say) on plain paper to check that the line up is correct before you do the “live” run otherwise you might waste an awful lot of expensive paper!