Creating Labels in MS Word

To type in blank labels:

1.) Go to Tools, Letters and Mailings, Envelopes and Labels

2.) Select the Labels tab, Options (to pick size of label needed) then select “New Document”.

3.) Type directly in label and tab to next. (At bottom of sheet, tab after last label will start a new sheet)

To merge from database (mailing list):

1.) Go to Tools, Envelopes and Mailings, Mail Merge Wizard.

2.) In Task Pane (on right of screen) select Labels

3.) Click Next: Starting Document to continue

4.) Click Label Options to choose the correct size label.

5.) Click Next: Select Recipients

6.) Click Browse to locate data source, if already set up or click “Type a new list” to create a new database. Click on Create, if typing new list. Enter appropriate data in form and click “New Entry” to move to next recipient record. To add additional fields not already on form, click Customize, then click Add.

7.) Uncheck any record that you don’t want to print

8.) Click Next: Arrange your labels by picking “Address block” or “More items” for other merge fields

9.) Click “Update all Labels” to replicate the layout of the 1st label

10.) Click Next: Complete merge

Note: If data fields do not correspond to address information that Mail Merge expects, use the “Match Fields” button in “More items” to choose data you wish to use for expected fields.