

Microsoft Word 2002-2003 Mail Merge – Labels

Note: These instructions are written to use the Mail Merge Toolbar instead of the Mail Merge Wizard.

Data Source

Before merging, you will need a data source previously created and saved. You can use an existing data source from a Word table or an Excel worksheet.

To create a new data source in Word or Excel, the data must be in a table where the first row of the table contains the field names (column titles) and the additional rows contain the data. This file should be saved and closed before starting the main document.

Firstname	Lastname	Address	City	State	Zip
John	Wills	123 Lane	Holland	MI	49423
Jane	Hartz	456 Road	Holland	MI	49424
Sue	Adams	789 Court	Holland	MI	49423

Using the Mail Merge Toolbar

Choose View, Toolbars, Mail Merge. The toolbar looks like the one below. The important buttons are identified.

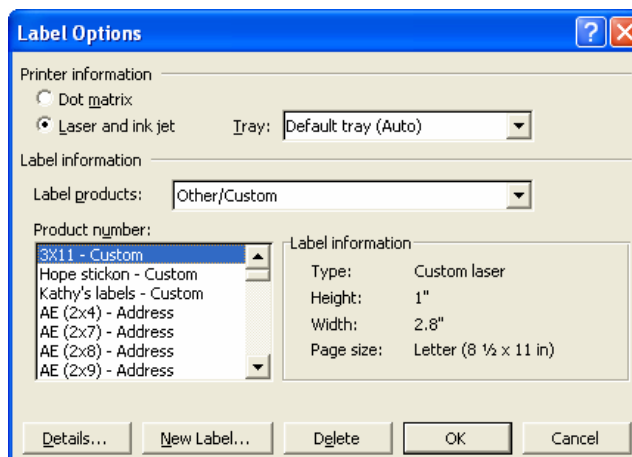
- 1 - Main Document Setup
- 2 - Open Data Source
- 3 - Mail Merge Recipient
- 4 - Insert Merge Fields
- 5 - Propagate Labels
- 6 - Merge to New Document



Creating the Main document (Labels)

Choose the Main Document Setup button.
Choose Labels, OK.

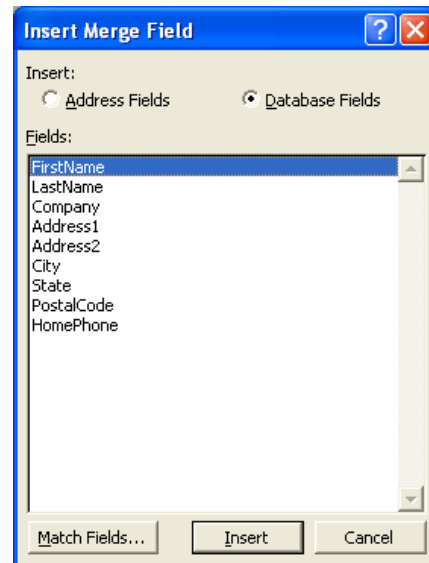
Select the label product number or create a new label. If you choose New Label you'll have to give the dimensions of the label (the box of labels usually comes with this information).



Choose the Open Data Source button. Browse through your directory to find and open the file that contains your data. If the data source is an Excel file, be sure you are browsing through “all files” and not just Word documents

Insert merge fields into your label by placing the cursor where you want your first merge field and choose the Insert Merge Fields button.

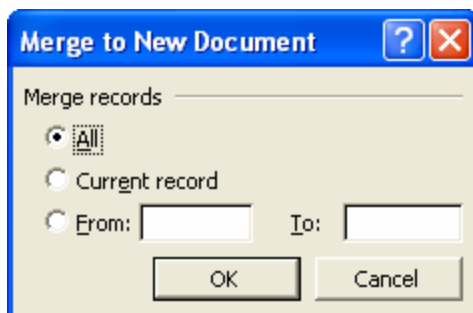
Select the fieldname you want in your label and choose the Insert button. You’ll have to close the Merge Field window before you move the cursor to another place in the label. Choose the Insert Merge Fields button again to continue adding fields to your label.



** To place the merge fields on the other labels, choose Propagate Label (see Using the Mail Merge Toolbar).

<p>«FirstName» «LastName» «Address2» «City» «State» «PostalCode»</p>	<p>«Next Record»«FirstName» «LastName» «Address2» «City» «State» «PostalCode»</p>	<p>«Next Record»«FirstName» «LastName» «Address2» «City» «State» «PostalCode»</p>
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If you are going to use this document for a merge at another time, be sure to save it.



To merge the labels –choose the Merge to New Document button. You can choose to merge all the records in your data source, just the current record, or a specific group of records. Choose OK.