## Word 2008

# **Create Labels & Letters Using Mail Merge Manager**

The Mail Merge Manager combines, or merges, information from a data source with information in a Word document so you don't have to create multiple versions of the document by hand.

**Main document**: A Word document that contains the body of the form letter, or the formatting for labels or envelopes. The information appears on each form letter, label, or envelope.

**Data source**: The information (for example, name, address, and phone number) that Word merges into the main document. The data source can be a Word document, Excel sheet (recommended), Office Address Book, or FileMaker Pro database.

**Merged document**: The document that contains the combined information from the main document that you will send to the printer.

#### Create a recipient list in an Excel Worksheet

- 1. Open a blank Excel worksheet.
- 2. In the first row of the sheet, type a header record for your addresses.

In the Column A, type Last Name; in Column B, type First Name; in Column C, type Address; in Column D, type City; in Column E, type State; in Column F, type Zip Code.

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				Sheets Charts		SmartArt Graphics	
$\diamond$	Α	В	C		D	E	F
1	Last Name	First Name	Address	C	City	State	Zip
2	Smith	John	One Stevenson	Drive L	incolnshire	IL	60069
3	Jones	Mary	3 Humingbird La	ane S	Somewhere	IL	60000
4	Ishere	Spring	10 Robin Blvd.	G	Green	IL	60009
5							

- 3. In the second row, type the name and address information for one recipient. Add as many rows of addresses as you need.
- 4. Click **Save**. Name your spreadsheet; **Addresses** and save it to your desktop.

### Using Word Mail Merge to create Mailing Labels

- 1. Open a new blank Word document.
- 2. Click Tools > Mail Merge Manager.

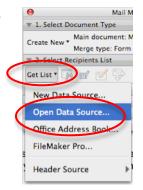
3. From the Create New pull down choose Labels.

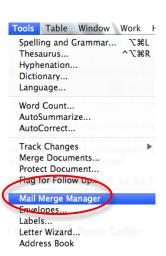
You can use any Word document as the main document in a mail merge.

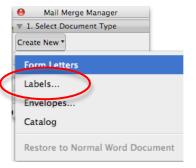
Using data from another existing data source, such as Microsoft Excel spreadsheet to merge data.

- 4. Under Data Source click Get List, click Open Data Source.
- 5. Locate and select Excel worksheet, or other list; click **Open**.

000 Choose a File Choose a Data file 🔺 🕨 🔡 🔳 间 Desktop 1stSemSup...essions.xls **▼ DEVICES** Seme...nmg09/10 ▷ 🗖 iDisk 📃 Macinte







6. Choose the type of label you want to use. (Standard mailing label is *Avery 5160*). Click **OK**.

	Label Op	tions
Printer information		
<ul> <li>Dot matrix</li> <li>Laser and ink jet</li> </ul>		
Label products: Avery standard		\$
Product number:	Label inform	ation
5160 - Address 5161 - Address	Type:	Address
5162 - Address 5163 - Shipping	Height:	1"
5164 – Shipping	Width:	2.63"
5165 – Full Sheet 5167 – Return Address 5168 – Address	Page size:	Letter (8 1/2 x 11 in)
Details New Label	Delete	Cance OK

7. From the **Insert Merge Field** button select fields and insert in the *Sample Label* box.

When finished; click <b>OK</b> .	Edit Labels
	Choose the Insert Merge Field button to insert merge fields into the sample label. You can edit and format the merge fields and text in the Sample Label box.
	Insert Merge Field nsert Postal Bar Code Sample label:
	«First_Name» «Last_Name»
	«Address» «City», «State» «Zip»
	Cancel

8. Under **Preview Results**, click **Preview** icon to view merged labels.

5. Preview Re	esults	
ABC 4	1 ► ► {a}	
E. Complete	Merge	
🗞 🗞 🏊	All	
	From: To:	

	· · · · · · · · · · · · · · · · · · ·	5  • 📶 🛄 • • • 6  • • • • • • • •
John Smith	Mary Jones	Spring Ishere
John Smith One Stevenson Drive	Mary Jones 3 Humingbird Lane	Spring Ishere 10 Robin Blvd.

9. Choose File/Print to print your labels!

### Using Mail Merge to create a Form Letter

- 1. Open a new Word document that you want to use as the main document.
- 2. Click Tools > Mail Merge Manager.



3. From the Create New pull down choose Form Letters.

Create New T Form Letters Labels... Envelopes... Catalog

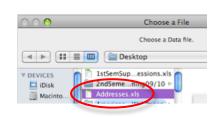
Mail Merge Manager
 T. Select Document Type

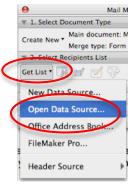
Restore to Normal Word Document

#### You can use any Word document as the main document in a mail merge.

# Using data from another existing data source, such as Microsoft Excel spreadsheet to merge data.

- 4. Under Data Source click Get List, click Open Data Source.
- 5. Locate and select **Excel** worksheet, or other list; click **Open**.

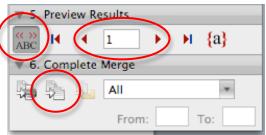




6. Drag a **placeholder** (or example, FirstName) to the location you want it to appear in the main document. Repeat for all the placeholders that you want in the main document.

Charts	SmartArt Graphics	0	Mail Merge Manager	
		▶ 1. Se	lect Document Type	
		▶ 2. Select Recipients List		
		¥ 3. Insert Placeholders		
Alpine Skit House 12 Mountain Loop Road Aspen, CD 81612		-	Contacts More	
Real Fresh	ame	*La:	stName stName stName	
	).	▶ 4. Fil	ter Recipients eview Results	
Pages: 1	of 1	▶ 6. Co	omplete Merge	

- 7. **Note:** To move a placeholder in the document, select the field, and then drag it to a new location. To remove a placeholder from the document, select the field and press DELETE.
- 8. Under **Preview Results**, click **View Merged Data** to view actual text merged.
- 9. Click the arrows to move through records.



10. Under **Complete Merge**, click **Merge to New Document**. (You can merge directly to the printer but it's recommended you merge to new document first to be sure data is correct).

A new Word document appears, and contains all the merged letters. Click **print**!