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**.

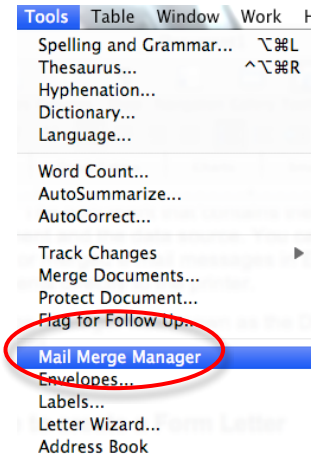
Sheets | Charts | SmartArt Graphics

	A	B	C	D	E	F
1	**Last Name**	**First Name**	**Address**	**City**	**State**	**Zip**
2	Smith	John	One Stevenson Drive	Lincolnshire	IL	60069
3	Jones	Mary	3 Humingbird Lane	Somewhere	IL	60000
4	Ishere	Spring	10 Robin Blvd.	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.

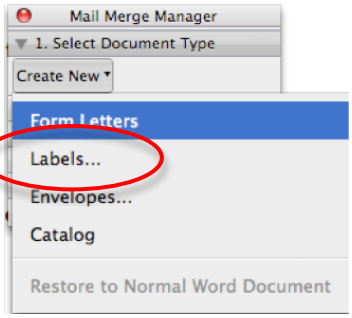
Using Word Mail Merge to create Mailing Labels



1. Open a new blank Word document.

2. Click **Tools** > **Mail Merge Manager**.

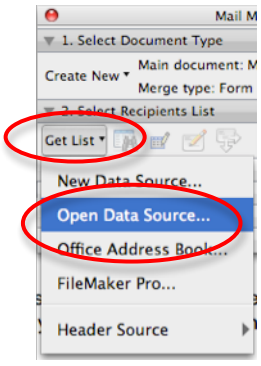
3. From the **Create New** pull down choose **Labels**.



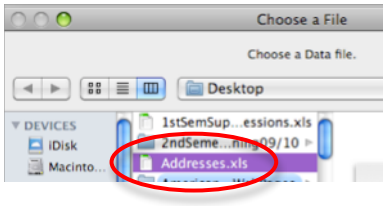
You can use any Word document as the main document in a mail merge.

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

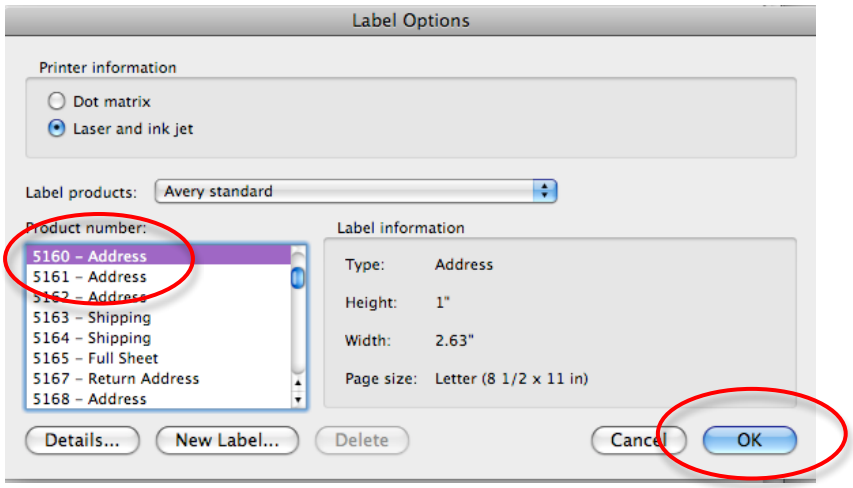
4. Under **Data Source** click **Get List**, click **Open Data Source**.



5. Locate and select **Excel** worksheet, or other list; click **Open**.

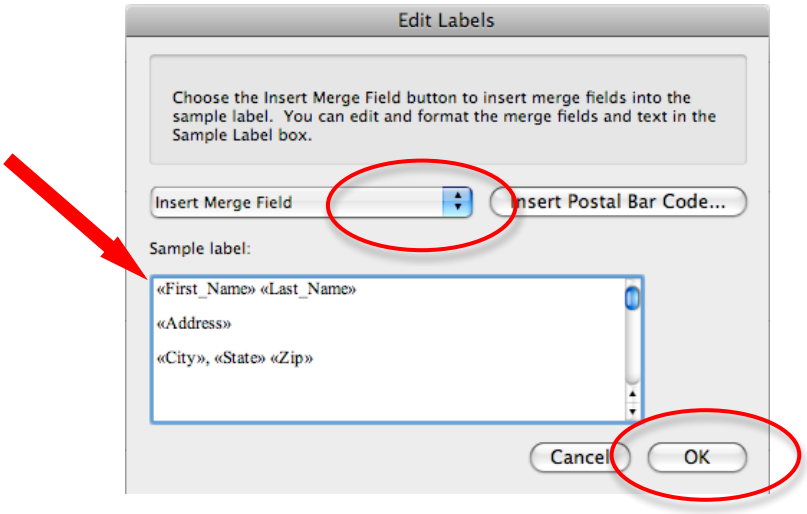


6. Choose the type of label you want to use. (Standard mailing label is *Avery 5160*). Click **OK**.

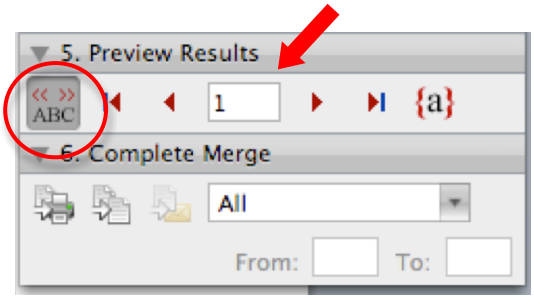


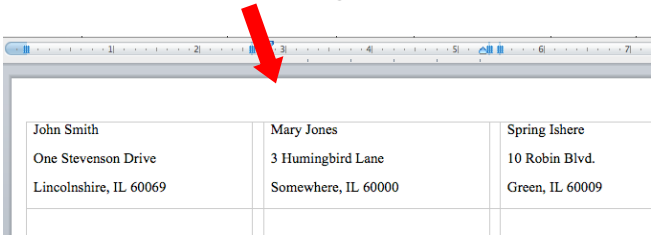
7. From the **Insert Merge Field** button select fields and insert in the *Sample Label* box.

   When finished; click **OK**.



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



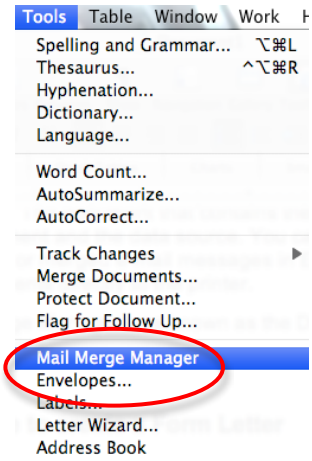


9. Choose **File/Print** to print your labels!

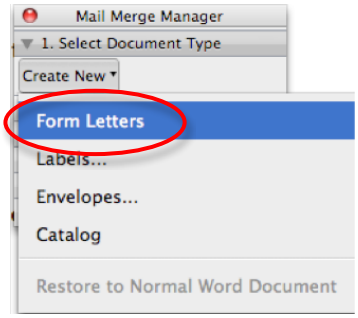
Using Mail Merge to create a Form Letter

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.**



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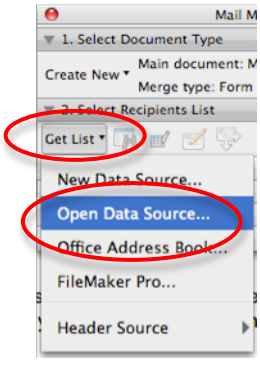
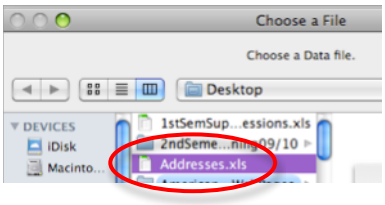
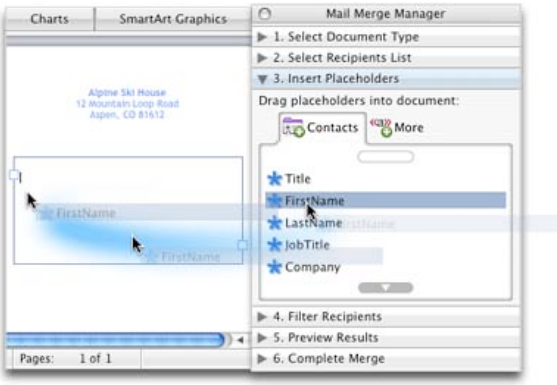


5. Locate and select **Excel** worksheet, or other list; click **Open**.



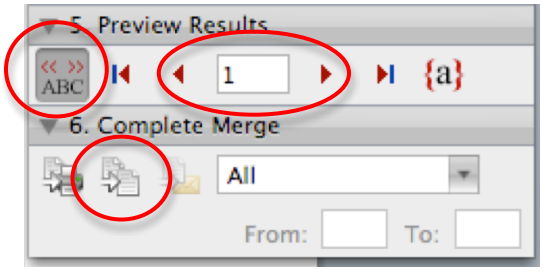
6. Drag a **placeholder** (or example, FirstName) to the location you want it to appear in the main document. Repeat for all the placeholders that you want in the main document.



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**!