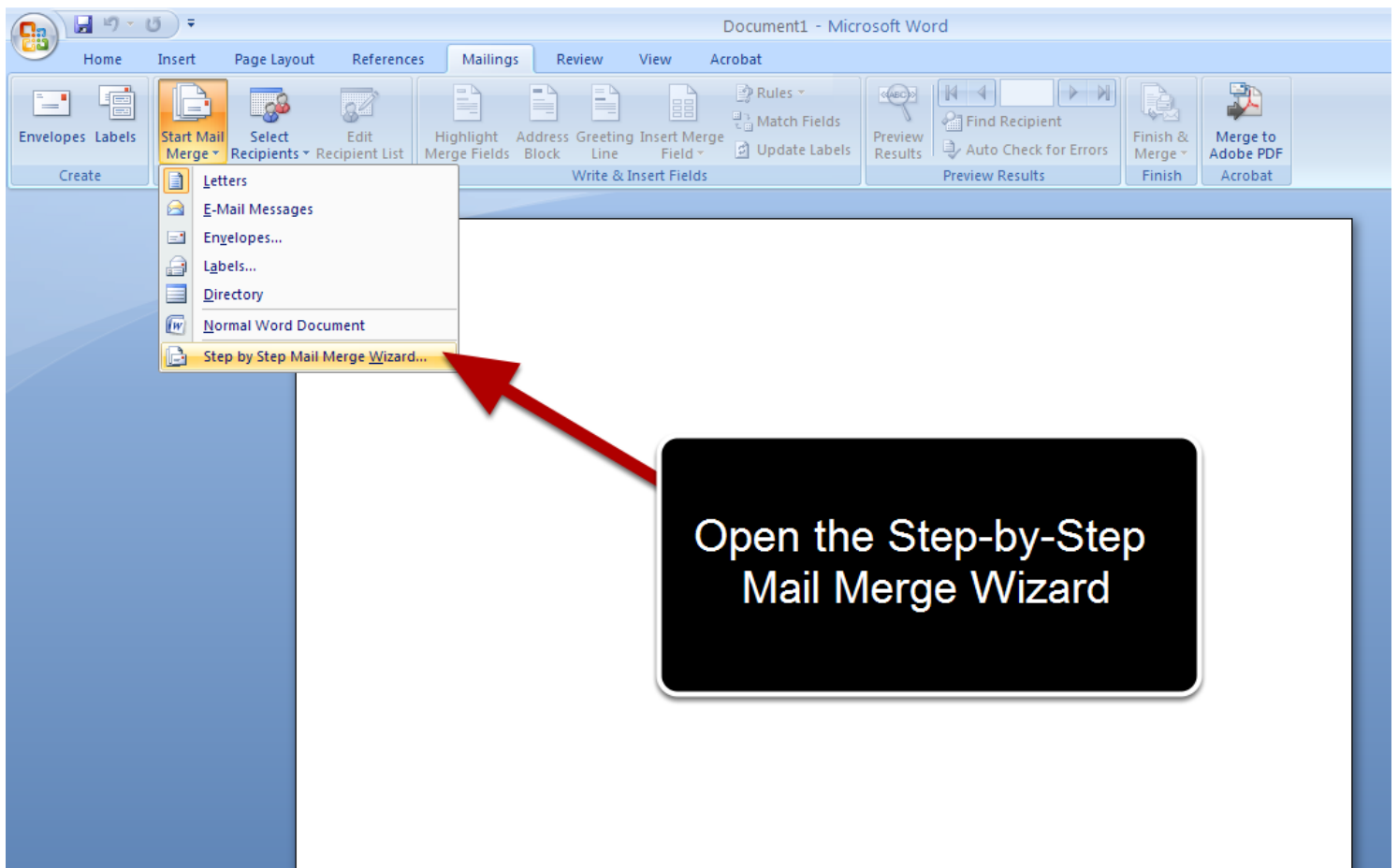


# Mail Merge in Microsoft Word 2007

## Open the mail merge wizard

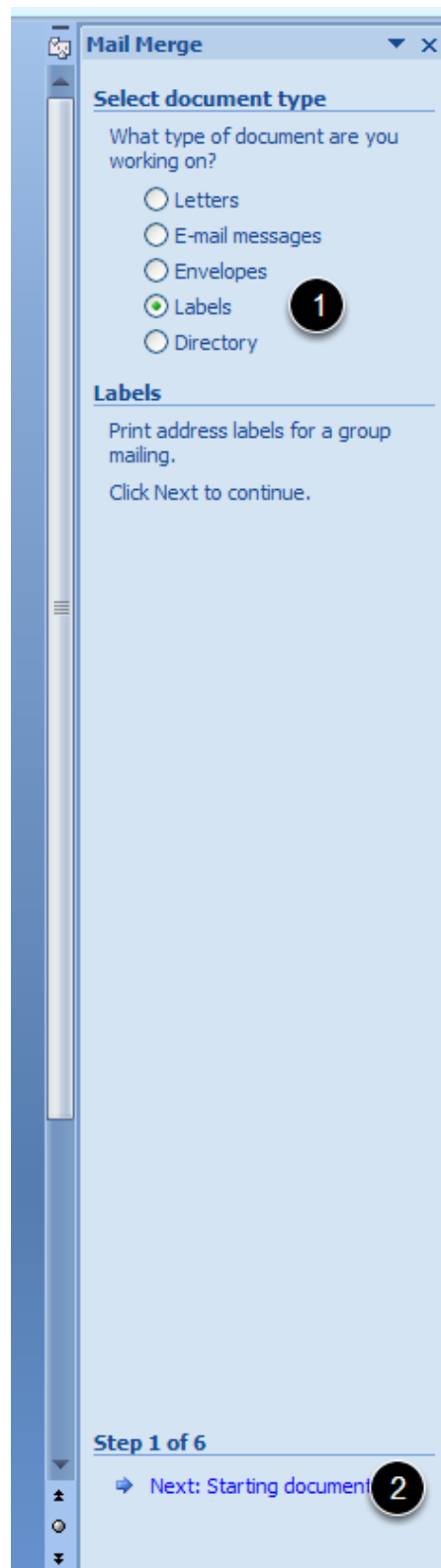


Select the "mailings" tab.

Click the bottom part of the "start mail merge" icon and a drop down now will appear.

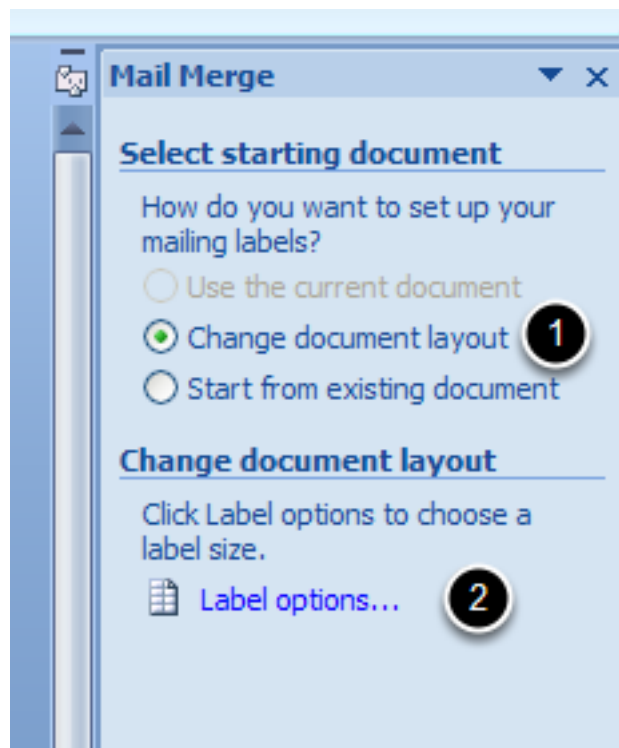
Go to the "Step by step mail merge wizard" and the wizard will open on the right side of the screen.

## Start your document in the Wizard...



Because we are going to be making labels we want to (1) choose labels in the "Select Document Type" section of the wizard. Down at the bottom, notice that we are on step 1 of 6. (2) Click "Next: Starting Document."

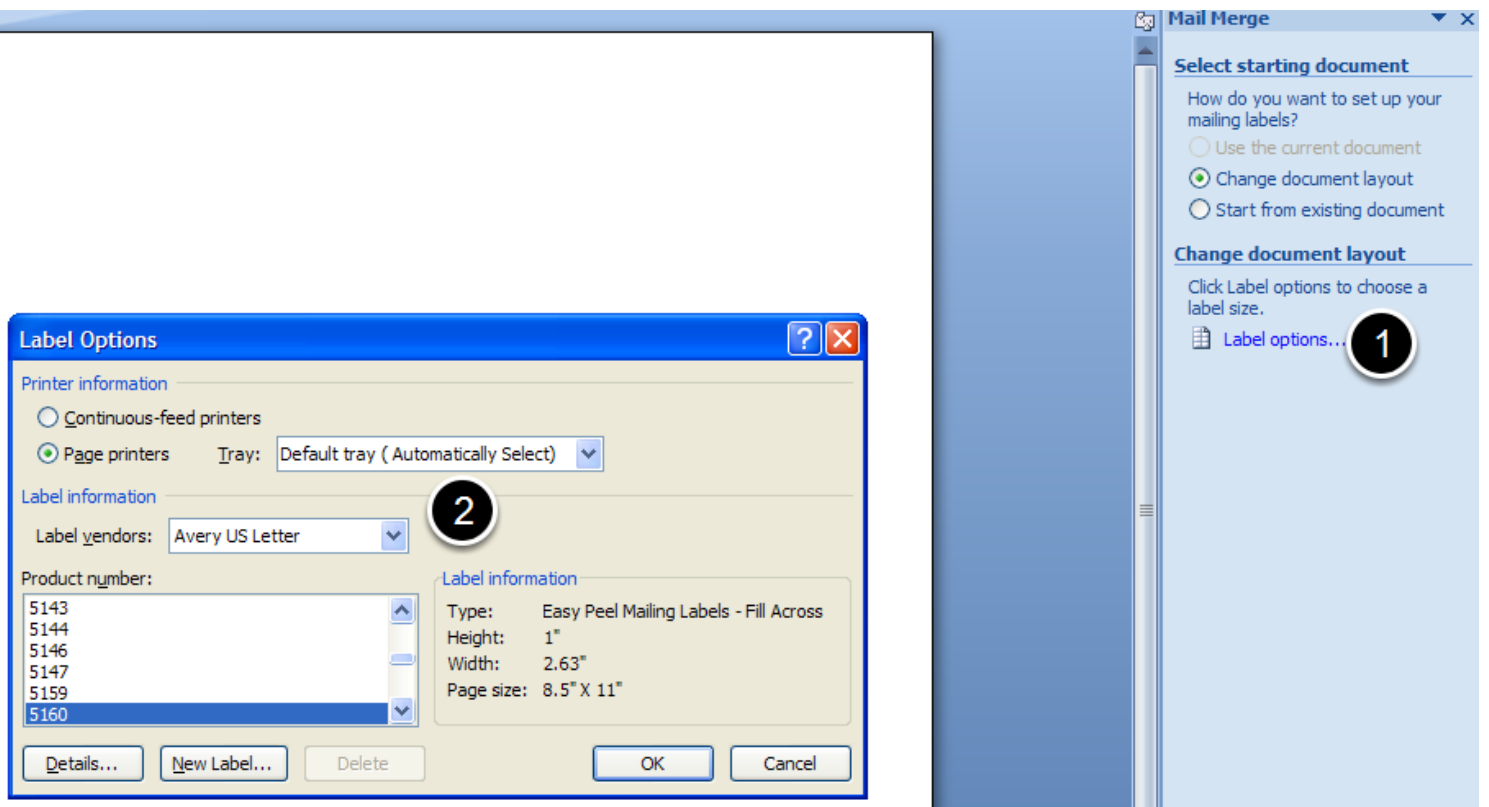
## Choose your label options...



In step 2, you'll need to select your starting document. (1) Choose "Change document layout."

(2) Under the heading "Change document layout" you will see "Label Options", select it.

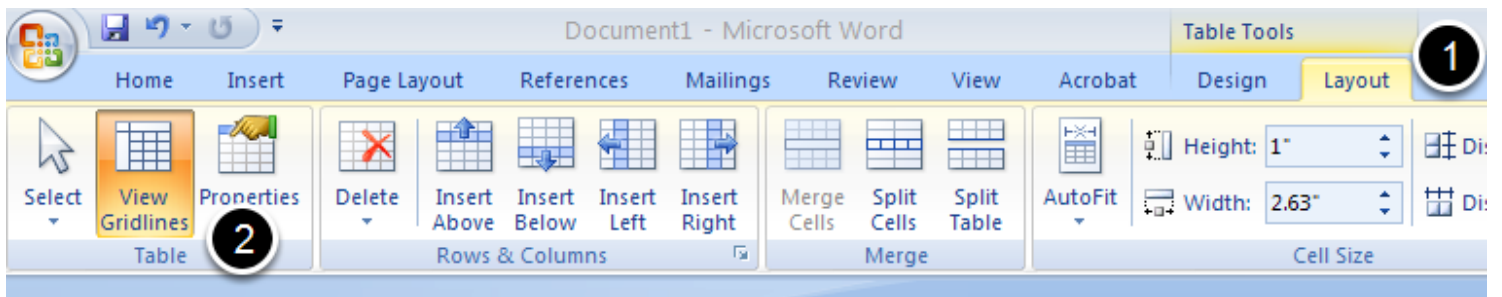
## Choose your product...



A window will appear in this window you need to select what kind of labels you have purchased. The Label vendor must be selected along with the product number.

For our purposes we will be using Avery US Letter 5160  
Select "okay"

## Gridlines...

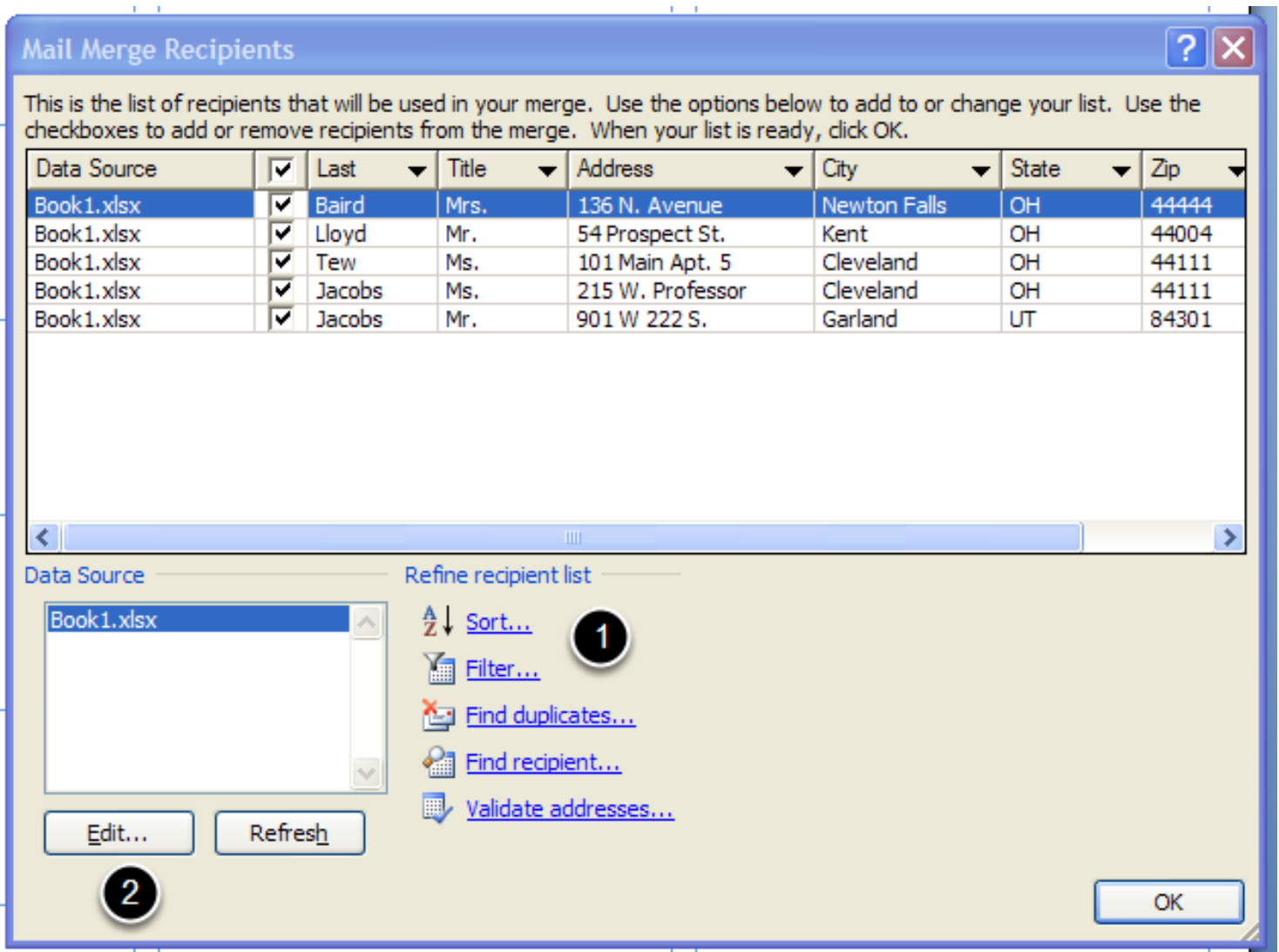


The gridlines for the labels should appear. If they don't, (1) select the "Layout" tab under the new "Table Tools" at the end of the ribbon.

(2) Select "View Gridlines" and they will appear.

Over on the Mail Merge Wizard select "Next: select recipients"

## Selecting Recipients



There are different options of places to get your recipients list. Choose the option that's appropriate for you. For our purposes we are going to select "use an existing list".

Under the heading "Use an existing list" select "Browse" and find your file.

Your list of names and addresses will appear in a window.

(1) If you would like to refine the list you can do so by sorting, filtering, finding duplicates, etc.

(2) You can also select "edit" to edit any of the information in the list (for example if an address has changed).

Click okay.

There will be a code saying "next record" in each of the label boxes except the first one.

Go over to the Mail Merge Wizard and select "Next: Arrange your Labels"

## Arranging your labels...

**Insert Address Block**

**Specify address elements**

Insert recipient's name in this format:

Joshua  
Joshua Randall Jr.  
Joshua Q. Randall Jr.  
Mr. Josh Randall Jr.  
Mr. Josh Q. Randall Jr.  
Mr. Joshua Randall Jr.

Insert company name

Insert postal address:

Never include the country/region in the address

Always include the country/region in the address

Only include the country/region if different than:

United States

Format address according to the destination country/region

**Preview**

Here is a preview from your recipient list:

1

Mrs. Baird  
136 N. Avenue  
Newton Falls, OH 44444

**Correct Problems**

If items in your address block are missing or out of order, use Match Fields to identify the correct address elements from your mailing list.

Match Fields...

OK Cancel

In the Wizard there will be some options of how to arrange your labels. Select the appropriate one. We are going to be using "Address Block". Select it.

A box will appear with some options in it. Choose how you would like each person's name to appear. (Example: first name, first and last names, Titles with the names etc.)

Select if you would like the company name to appear or not

Select if you would like the postal address and country to appear

And select Format Address according to the destination country/region

You will see the preview to the right of your options

Once all is how you would like it select "OK"

## Update all labels...

A screenshot of a Microsoft Word mail merge label grid. The grid consists of four rows and three columns. The top-left cell contains the code «AddressBlock» and is marked with a circled '1'. The other cells contain the code «Next Record». A black callout box with white text is overlaid on the grid, stating: "After Selecting 'Update all Labels' «Next Record» «AddressBlock» Will Appear in all boxes except the first, it will remain the same." A red arrow points from the callout box to a button labeled «Update all labels» in the bottom-right corner, which is marked with a circled '2'. To the right of the grid is a task list with options: «Address block...», «Greeting line...», «Electronic postage...», and «More items...». Below the task list is a section titled "Replicate labels" with a paragraph of instructions and a button labeled «Update all labels».

The box will close and you will see a code in the first label area that was blank. It will say "AddressBlock". (1)

(2) We must make sure that this appears in all the other labels also. To do this go over to the Mail Merge wizard and under the heading "Reduplicate Labels" select the button that says "Update all Labels".

The "AddressBlock" code will appear in the rest of the labels along with the "Next Record" code.

Select "Next: Preview your Labels"

## Previewing your Labels...

A screenshot of the Microsoft Word interface showing the font and paragraph settings for a label. The ribbon is set to the "Design" tab. The font is Calibri (Body) size 11. The paragraph settings are set to 1.0 line spacing. A callout box with a circled '3' is overlaid on the paragraph settings, showing options for line spacing: 1.0 (selected), 1.15, 1.5, 2.0, 2.5, 3.0, Line Spacing Options..., Remove Space Before Paragraph, and Add Space After Paragraph. The label grid is visible in the background, with the top-left cell containing «AddressBlock» and marked with a circled '1'. The other cells contain «Next Record».

Your labels will appear in their individual boxes.

They may not look exactly how you want. You may need to do some adjusting. For example to the spacing.

To fix that go to the Mail Merge Wizard and Select "Previous: arrange your labels"

- (1) Go to the first label and highlight the code "AddressBlock"
- (2) Select the "Home Tab" and under the paragraph section you will see the button for line spacing. Select it and a drop down box will appear.
- (3) Select "Remove Space Before Paragraph" (The program recognizes each line in the address as a new paragraph).

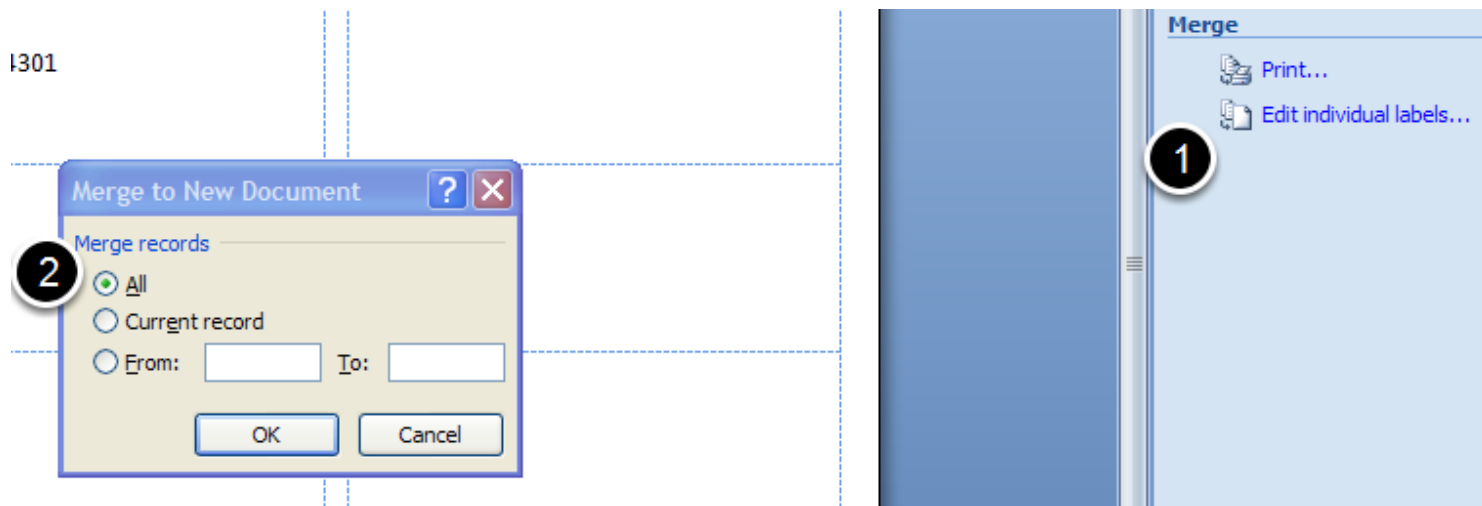
**Update the Labels again using the button 'Update all Labels' in the Mail Merge Wizard.**

Select "Next: Complete the Merge" at the bottom of the Wizard.

From here you can preview.

Select "Next: Complete the merge"

### Finishing the file...



From here you can edit individual labels or print.

To make it a file and save it

- (1) Select "Edit the Individual labels" under the merge heading.
- (2) Select "All the records" and OK

You now have your file. Save it and Print it.