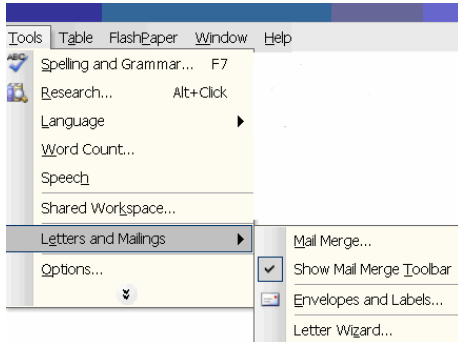
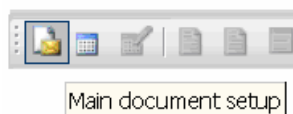


Mail Merge Address Labels
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This documentation assumes that you have your source data in an Excel Spreadsheet with header labels at the top. The easiest way to generate labels is to activate the Mail Merge Tool bar. You can do this by going into Tools, Letters and Mailings and check off Show Mail Merge Tool bar.

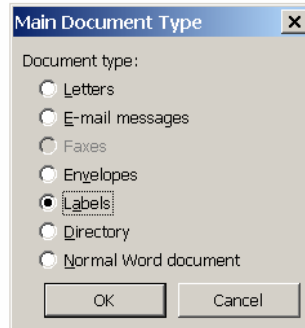


Red Arrow is pointing to the Mail Merge Tool bar. To create labels from and Excel spreadsheet, select the first icon on the left. This is the main document set up and looks like this:

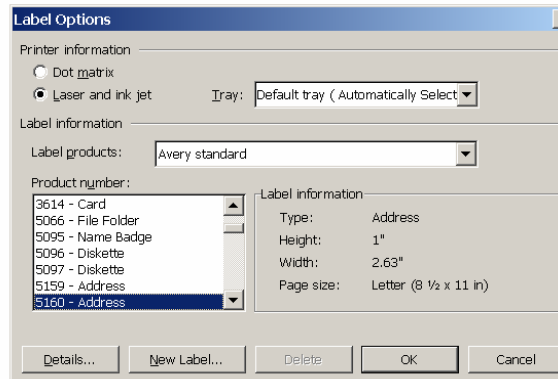


Once you click on the main document set up icon, the main document type box will populate and you should select the radio button next to labels as shown below.

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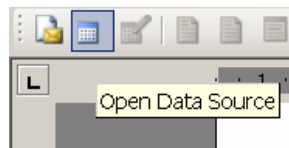


Select the type label you want to create and click OK. Usually 5160 Address, Avery Standard for typical mailings.



The Next step is to get the source data.

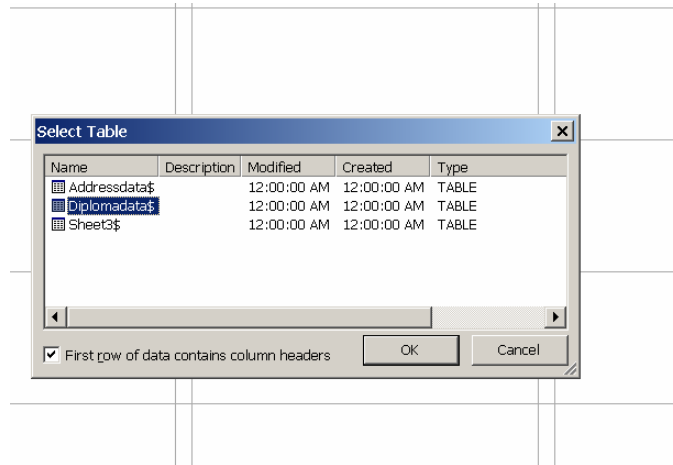
Select the next icon to the right of the main document set up icon. This icon is called the open data source icon.



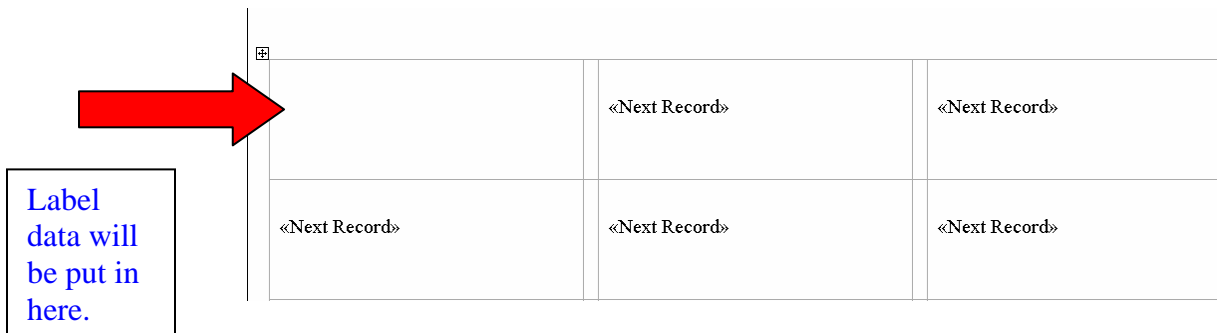
You must select the data source by clicking the drop down and browsing to the source file where the data is.

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A blank template of labels will appear with a box requesting that you select the appropriate sheet that contains the data you want to merge. Excel typically has 3 default sheets. They will be called Sheet1\$, Sheet2\$, and Sheet3\$, unless you have re-named the sheet. If you have header rows, ensure that you have the option checked off indicating that.



When you open the data source, the table will appear as follows. You will set up the label in row 1, column 1.

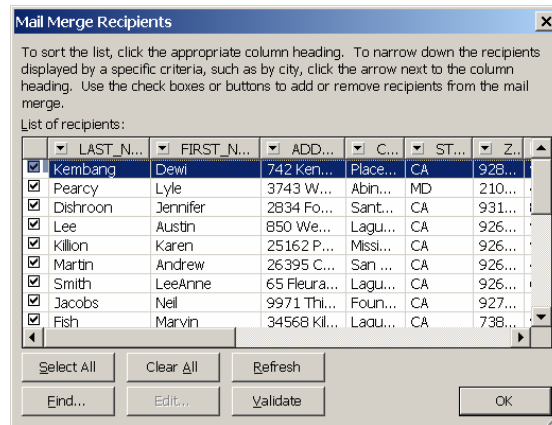


Select the icon now with the pencil showing –Mail merge recipients and select all.

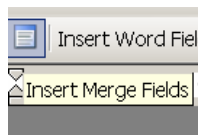


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You will then see all of the recipients and you can select all or whomever you wish and click ok.



Now you must select the Insert Fields icon. When you point your mouse to it a yellow caption will appear to assure you have the correct one.

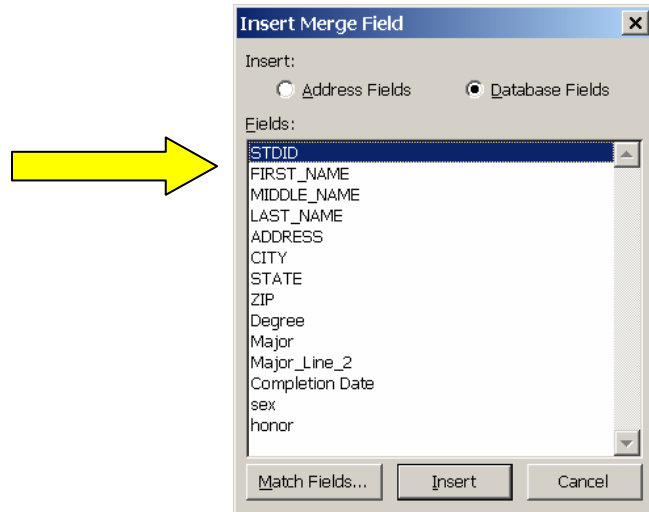


A box will appear and you will have to select the fields that will be going into the label.

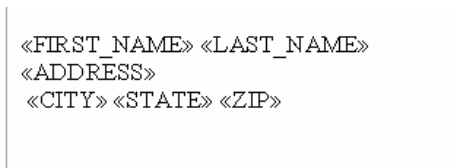
You can select match fields first and then it will find all of your data as it is in the source file. But this is not necessary.

Do not concern yourself with the font size at this point or spacing. You will adjust that once you have extracted all of the fields. Begin selecting the names, address, city, state,zip. You may have to do one at a time and close on each selection if it does not align correctly.

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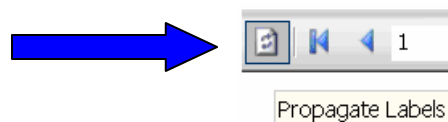
Recommendation is to set up the format of the first label with a font of 10 to fit all fields. See the below example. Highlight the first label and modify the font.



Click on the view Merged data button and the first label will populate



Next step is to propagate the labels. Select that icon, which looks like this:

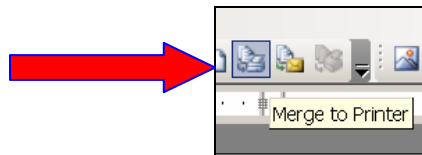


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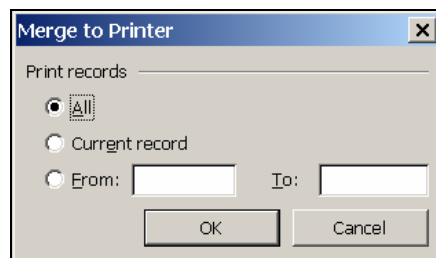
The labels will now appear for printing. Save or Print.

John Conley 18892 San Pedro Laguna Niguel, CA 93105-2904	Tricia Cox 10182 Carriage House Ct Jacksonville, CA 92677-9201	Alvin Dasha 14311 Rosecrans Ave #6 La Mirada, CA 92651
Marvin Fish 34568 Killian Laguna Niguel, CA 93105-2904	Jennifer Fisher 2834 Foothill Road Santa Barbara, CA 93105-2904	Lyle Jackson 3743 Wolf Trail Drive Abingdon, MD 21009
Neil Jacobs 9971 Thistle Ave Fountain Valley, CA 92708	Karen Killion 25162 Pradera Drive Mission Viejo, CA 92691-5300	Austin Lee 850 Wendt Terrace Laguna Beach, CA 92651

Select the icon to Merge the data to the printer



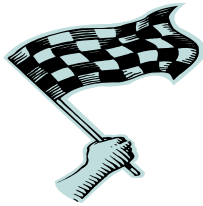
The box below will populate:



Determine whether or not you want to print all of the records or a span of records.

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CongratulationsYou did it!



Thank you for participating in the class

Contact User Services for assistance with all your desktop needs

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