



# Envelopes and Labels

## Create mailing labels by merging an address list

When you want to use address labels to send a mass mailing to your address list, you can use mail merge to create a sheet of address labels. Each label contains an address from your list.

The mail merge process entails the following overall steps:

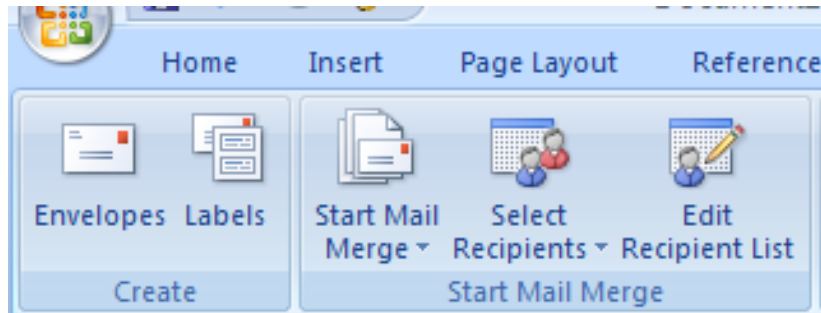
1. Creating a list of your names and addresses. This can be in the form of a table in Word, a sheet in Excel, a table in Access or any address book such as Outlook. In this exercise we will be using a table in Word.

The table should be set up with fields for each data item that appears on the label. The table must be at the top of the document (i.e. nothing must come before it such as a blank line or a space and the first row must contain the field names).

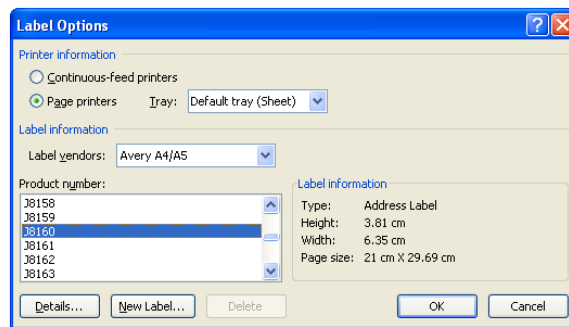
Sample Table

| Title  | First Name | Last Name   | Address           | Town         | County     | Post Code |
|--------|------------|-------------|-------------------|--------------|------------|-----------|
| Mr     | David      | Tennent     | 21 Tardis Road    | London       |            | W12 4AB   |
| Mrs    | Betty      | Turpin      | 25 Coronation St  | Weatherfield | Manchester | MN6 2WE   |
| Doctor | Richard    | Chamberlain | 1254 Boulevard St | Los Angeles  | USA        |           |

2. Use the Mail Merge wizard or the tools on the mailings ribbon.



- a. Click on the "Start Mail Merge" button and select Labels.
- b. In the Labels Option dialogue box, select the name of the label vendor and the label product number. We will use Avery A4/A5 as the label vendor and J8160 as the product number. Click OK.



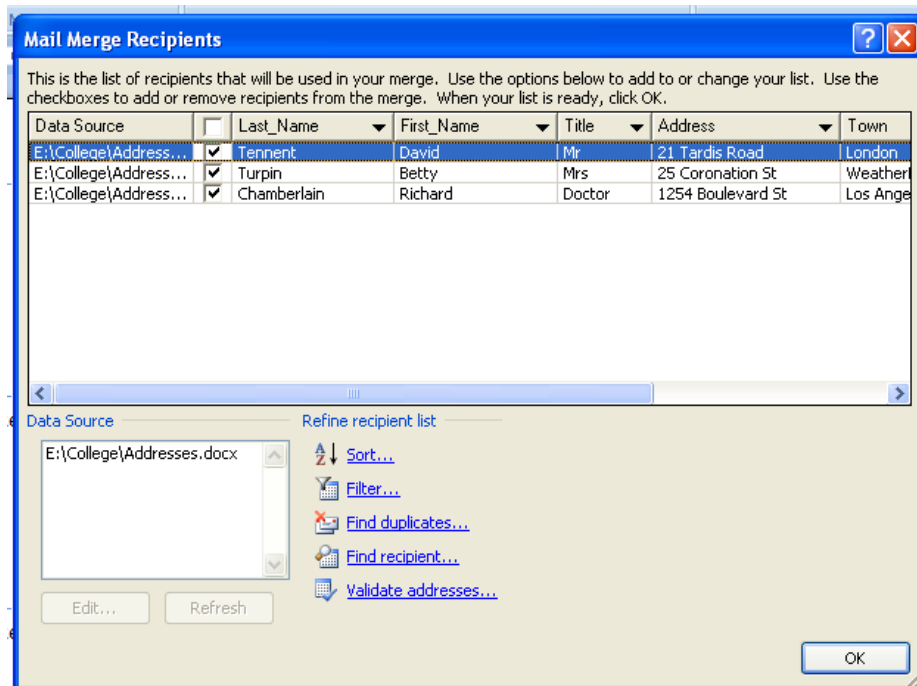
A grid of label outlines should be displayed. If the outlines are not visible, click on the table tools button (top of screen) and click the drop down arrow on the borders button. Click on "View Grid Lines". Return to the mailings tab.

Click the "Select Recipients" button. Then select "Use existing list"

In the dialogue box, select the location of your table of names and addresses and open the file.

The words «Next Record» should appear in all but the first label.

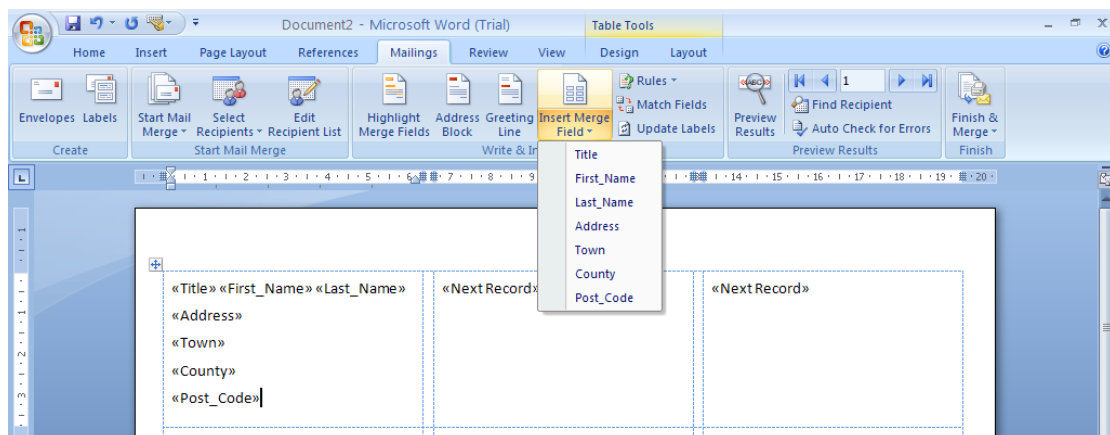
c. Click on the "Edit Recipients" button.



A tick in the box against each name shows that a label will be produced. If you do not want a label for a person, click on the tick to remove it. The drop down arrows on each field name can be used to sort the list.

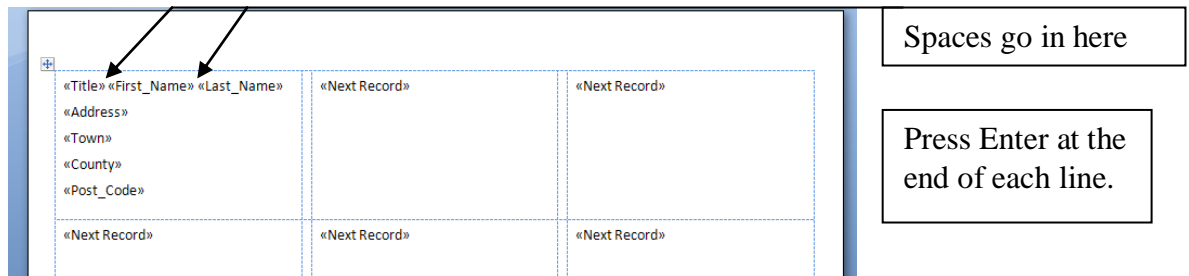
Click OK .

d. The "Insert Merge Field" button is now used to insert the appropriate fields into the first label. Use the bottom part of the button (on the text).

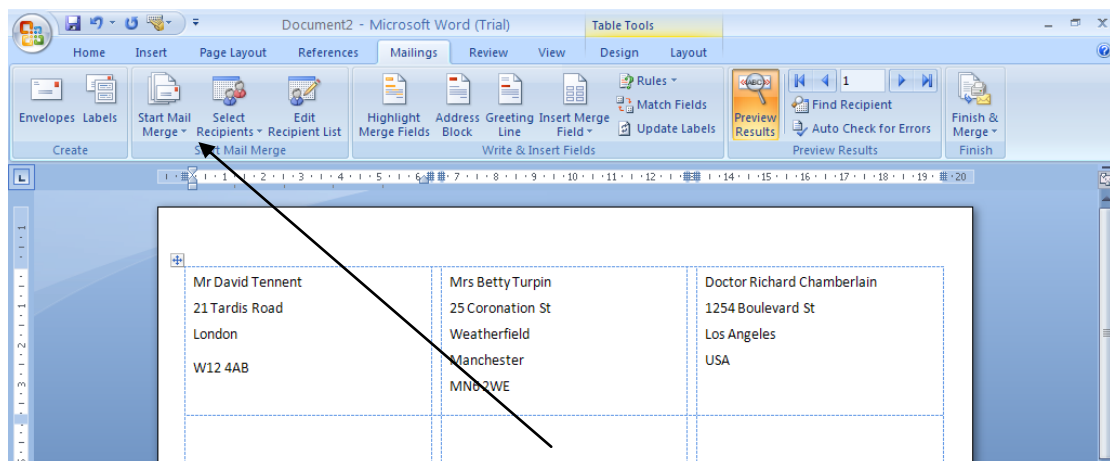


Enter each field required for the address on the label. Use spaces and the enter button to get the correct layout. (spaces between fields on the same line and enter to move a field to the next line.)

The layout should look like the picture below.



Click the "Update Labels" button and the layout is replicated in all the labels. Then click "Preview Results" button. This will enter the data into the labels as below.



Click the "Finish and Merge" button. Select Edit Individual Labels and then click the OK button. The resultant document can be printed on your sheet of labels.

## Adjusting address position on the label.

Select all columns.

(Put the mouse pointer above the centre of the first column to get the little black downward pointing arrow. Hold the left mouse button and move the mouse pointer to above the third column and let go. All the columns should be highlighted.)

Now move the left indent to the right by a cm. or so. (Use the little square rather than the pointers.)

Right click on the highlighted area and select the button shown below to align the text vertically central.

Just click anywhere to deselect the labels.

The labels can now be printed as a normal document onto your label sheet(s).

