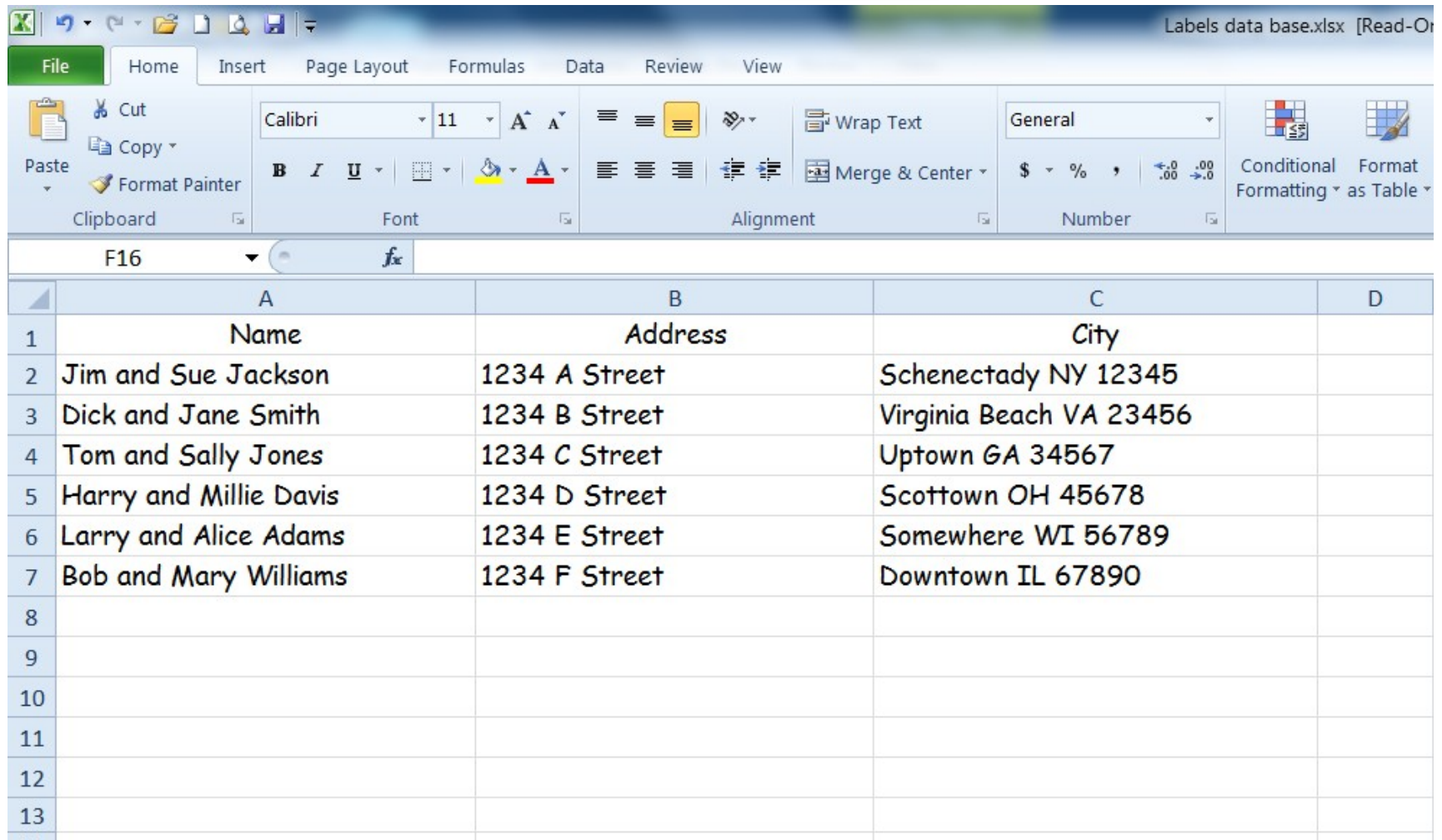


MAILING LABELS

- Making labels using Excel and Word 2010
- Open Excel and create your data base

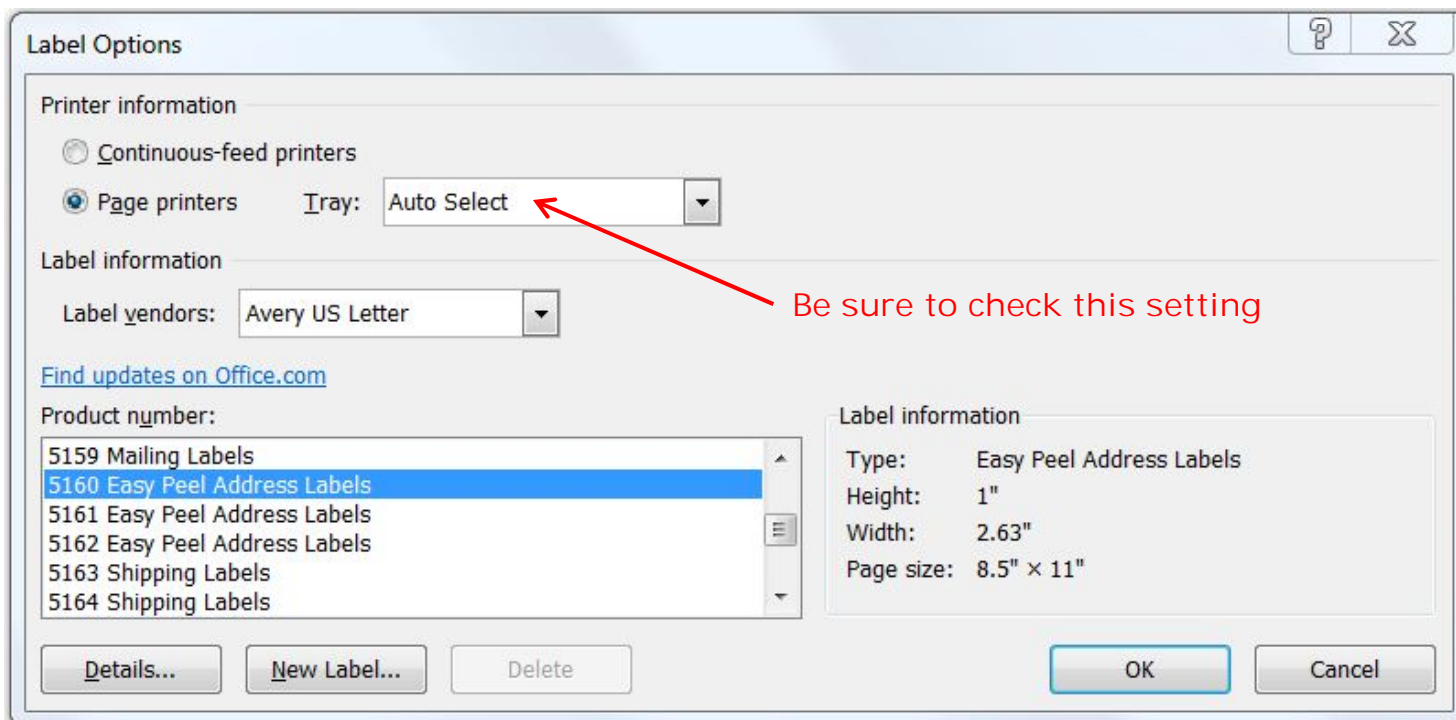


The screenshot shows the Microsoft Excel 2010 interface. The title bar indicates the file is 'Labels data base.xlsx' in Read-Only mode. The ribbon is set to 'Home', and the 'Font' group is active, showing 'Calibri' font and size '11'. The spreadsheet contains a table with 7 rows of data. The columns are labeled 'Name', 'Address', and 'City' in the first row. The data rows contain names, addresses, and city/state/zip codes.

	A	B	C	D
1	Name	Address	City	
2	Jim and Sue Jackson	1234 A Street	Schenectady NY 12345	
3	Dick and Jane Smith	1234 B Street	Virginia Beach VA 23456	
4	Tom and Sally Jones	1234 C Street	Uptown GA 34567	
5	Harry and Millie Davis	1234 D Street	Scottown OH 45678	
6	Larry and Alice Adams	1234 E Street	Somewhere WI 56789	
7	Bob and Mary Williams	1234 F Street	Downtown IL 67890	
8				
9				
10				
11				
12				
13				

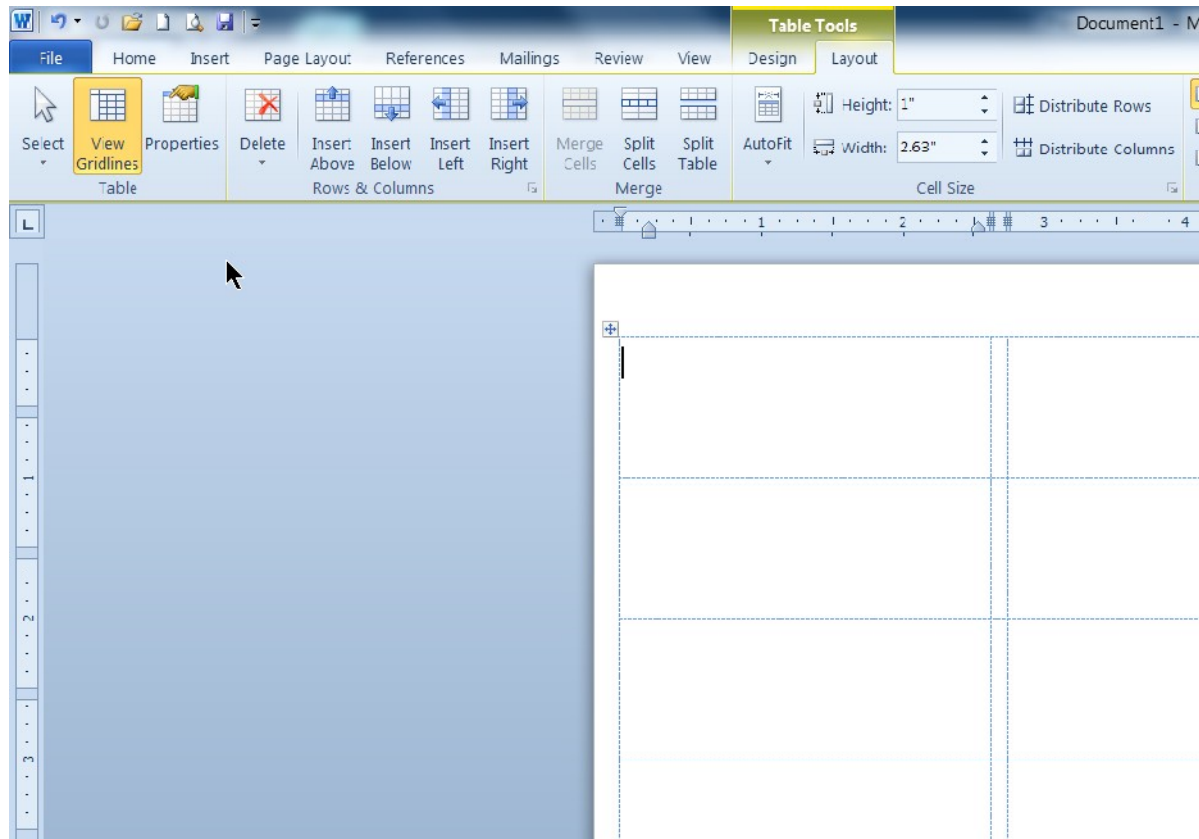
MAILING LABELS

- Save your data base
- Open Word
- On the ribbon click the Mailing tab
 - In the Start Mail Merger section click Start Mail Merger and select Labels...



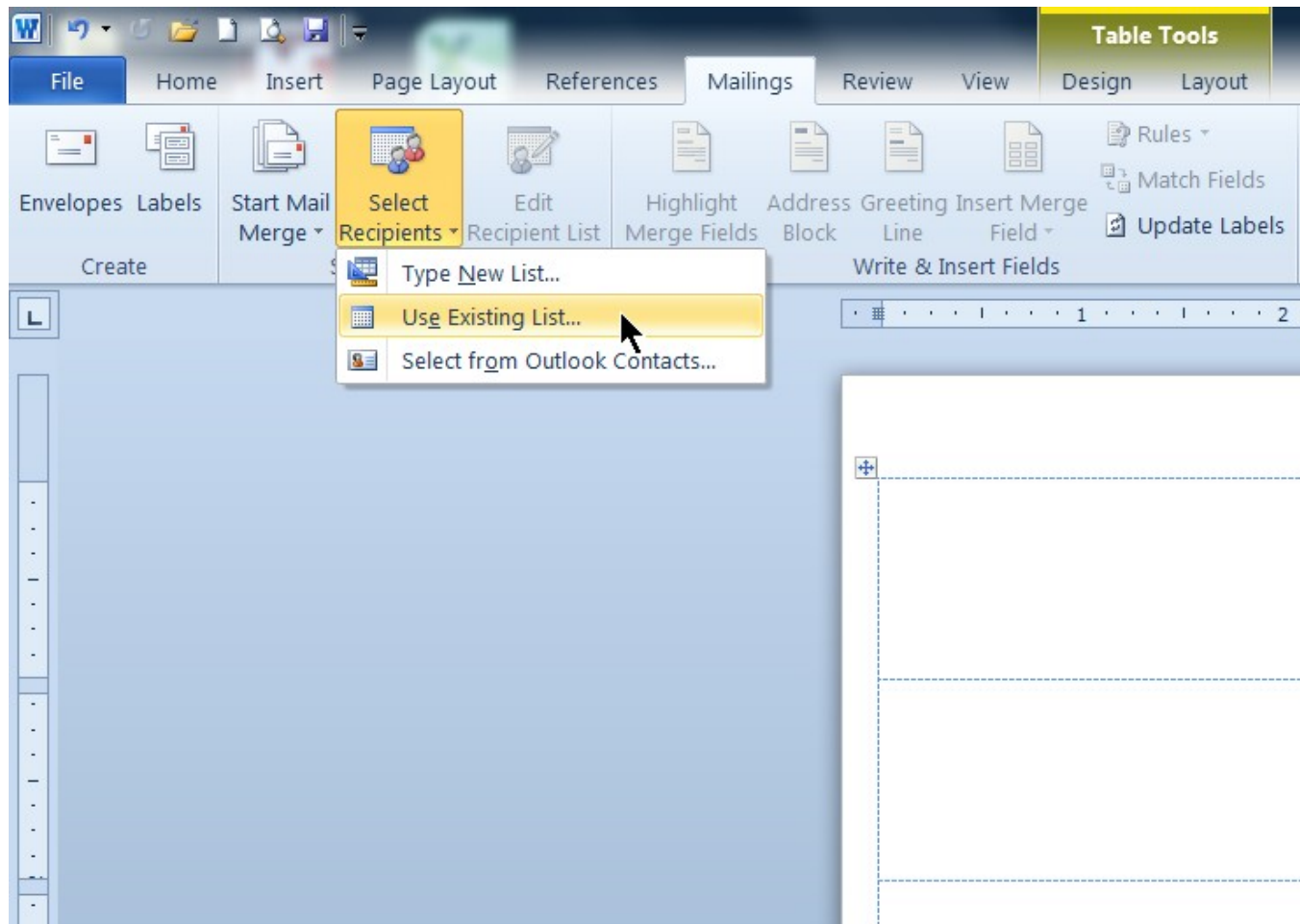
MAILING LABELS

- Word now displays a label template
- If you don't see the template lines
- In the Tables section of the Layout tab click **View Guidelines**



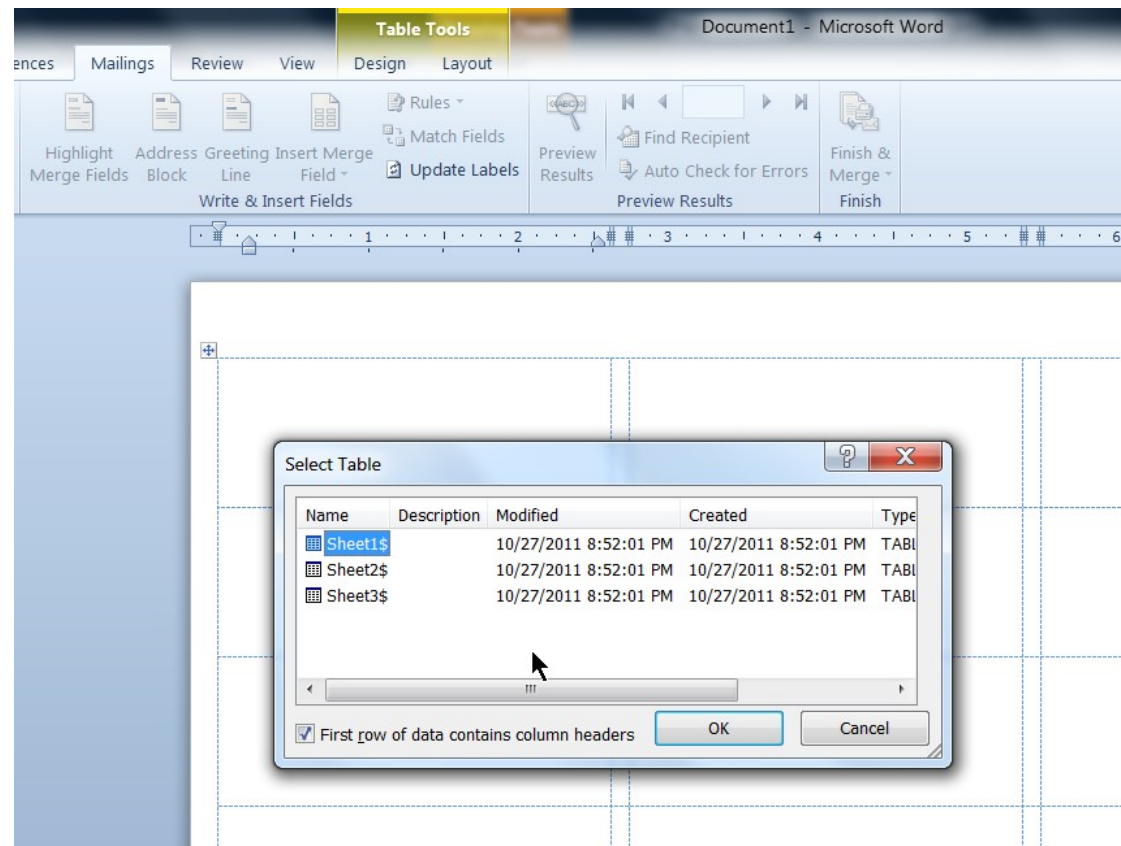
MAILING LABELS

- In the Start Mail Merger section of the Mailing tab click Select Recipients and select Use Existing List...



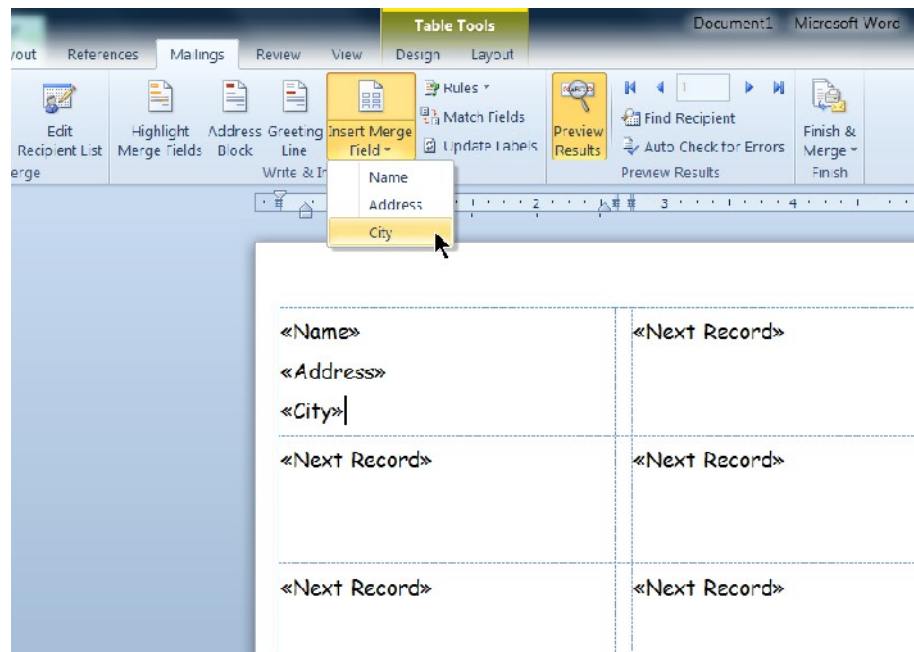
MAILING LABELS

- **Locate and highlight the data base file you created in Excel, then click Open**
- **Highlight the worksheet that contains the names and addresses, then click OK**




MAILING LABELS

- In the Write & Insert Fields section of the Mailing tab click on the words Inset Merge Field, not on the graphic, then click Name
- Tap the Enter key and repeat the process for Address
- Tap the Enter key and repeat the process for City



MAILING LABELS

- In the same section of the ribbon, click Update Labels



The screenshot shows the Microsoft Word ribbon with the 'Mailings' tab selected. The 'Update Labels' button is highlighted with a yellow background and a mouse cursor pointing to it. Other buttons in the 'Mailings' tab include 'Highlight Merge Fields', 'Address Block', 'Greeting Line', 'Insert Merge Field', 'Match Fields', 'Rules', 'Preview Results', 'Find Recipient', 'Auto Check for Errors', and 'Finish & Merge'. The 'Table Tools' ribbon is also visible, with 'Design' and 'Layout' sub-tabs. Below the ribbon, a table is shown with placeholder text for mailing labels.

«Name» «Address» «City»	«Next Record»
«Next Record»	«Next Record»
«Next Record»	«Next Record»

MAILING LABELS

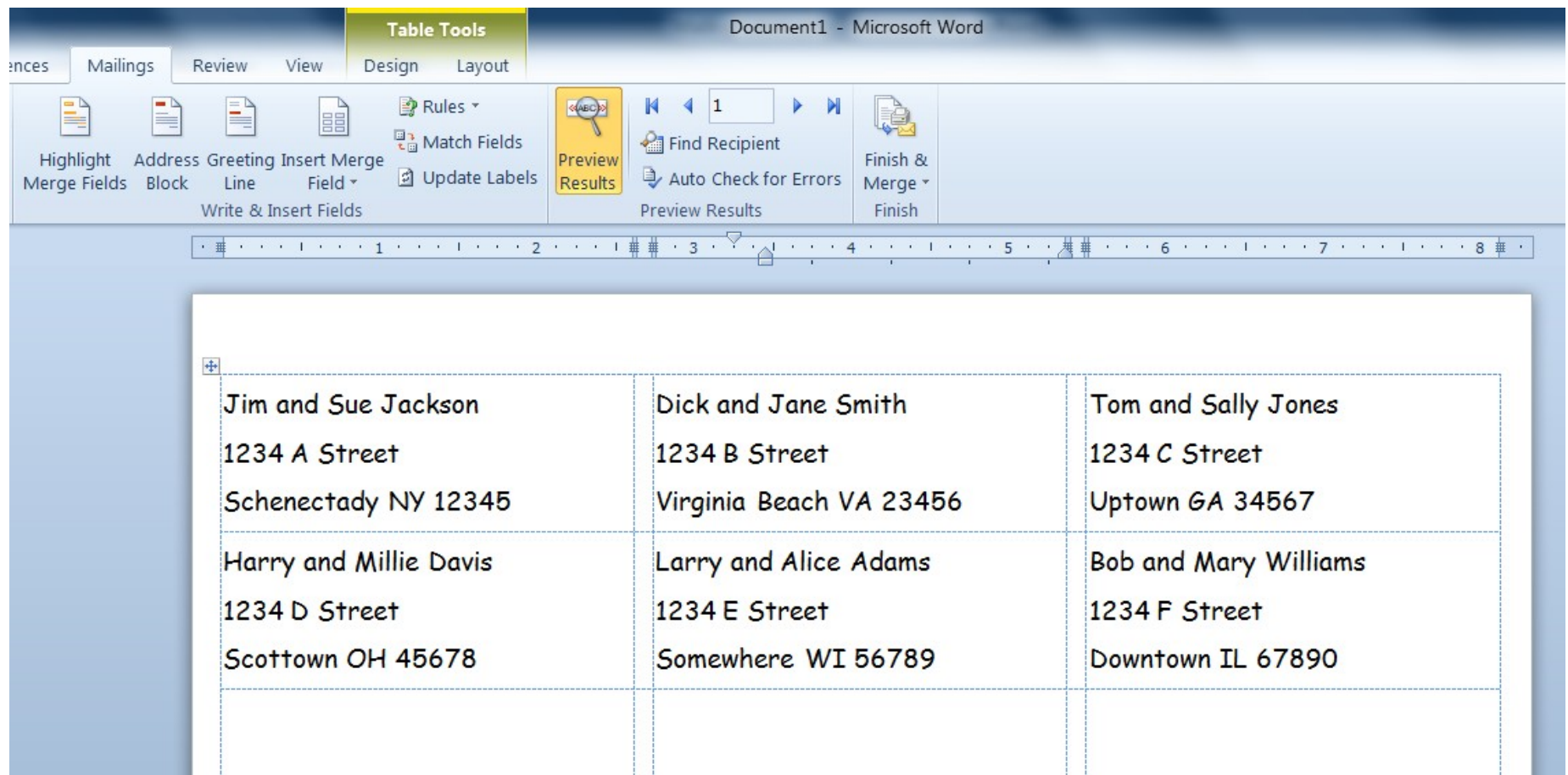
➤ Your Word document will now look like this

The screenshot shows the Microsoft Word interface with the 'Mailing Labels' ribbon selected. The ribbon includes options like 'Highlight Merge Fields', 'Address Block', 'Greeting Line', 'Insert Merge Field', 'Rules', 'Match Fields', 'Update Labels', 'Preview Results', 'Find Recipient', 'Auto Check for Errors', 'Finish & Merge', and 'Finish'. The document content is a 3x3 grid of labels, each containing the following text:

«Name» «Address» «City»	«Next Record»«Name» «Address» «City»	«Next Record»«Name» «Address» «City»
«Next Record»«Name» «Address» «City»	«Next Record»«Name» «Address» «City»	«Next Record»«Name» «Address» «City»
«Next Record»«Name» «Address» «City»	«Next Record»«Name» «Address» «City»	«Next Record»«Name» «Address» «City»

MAILING LABELS

- In the Preview Results section of the Mailing tab, click Preview Results



The screenshot shows the Microsoft Word interface with the Mailing Labels ribbon selected. The 'Preview Results' button is highlighted in yellow. Below the ribbon, a table of mailing labels is displayed, showing a grid of recipient information.

Jim and Sue Jackson 1234 A Street Schenectady NY 12345	Dick and Jane Smith 1234 B Street Virginia Beach VA 23456	Tom and Sally Jones 1234 C Street Uptown GA 34567
Harry and Millie Davis 1234 D Street Scottown OH 45678	Larry and Alice Adams 1234 E Street Somewhere WI 56789	Bob and Mary Williams 1234 F Street Downtown IL 67890

MAILING LABELS

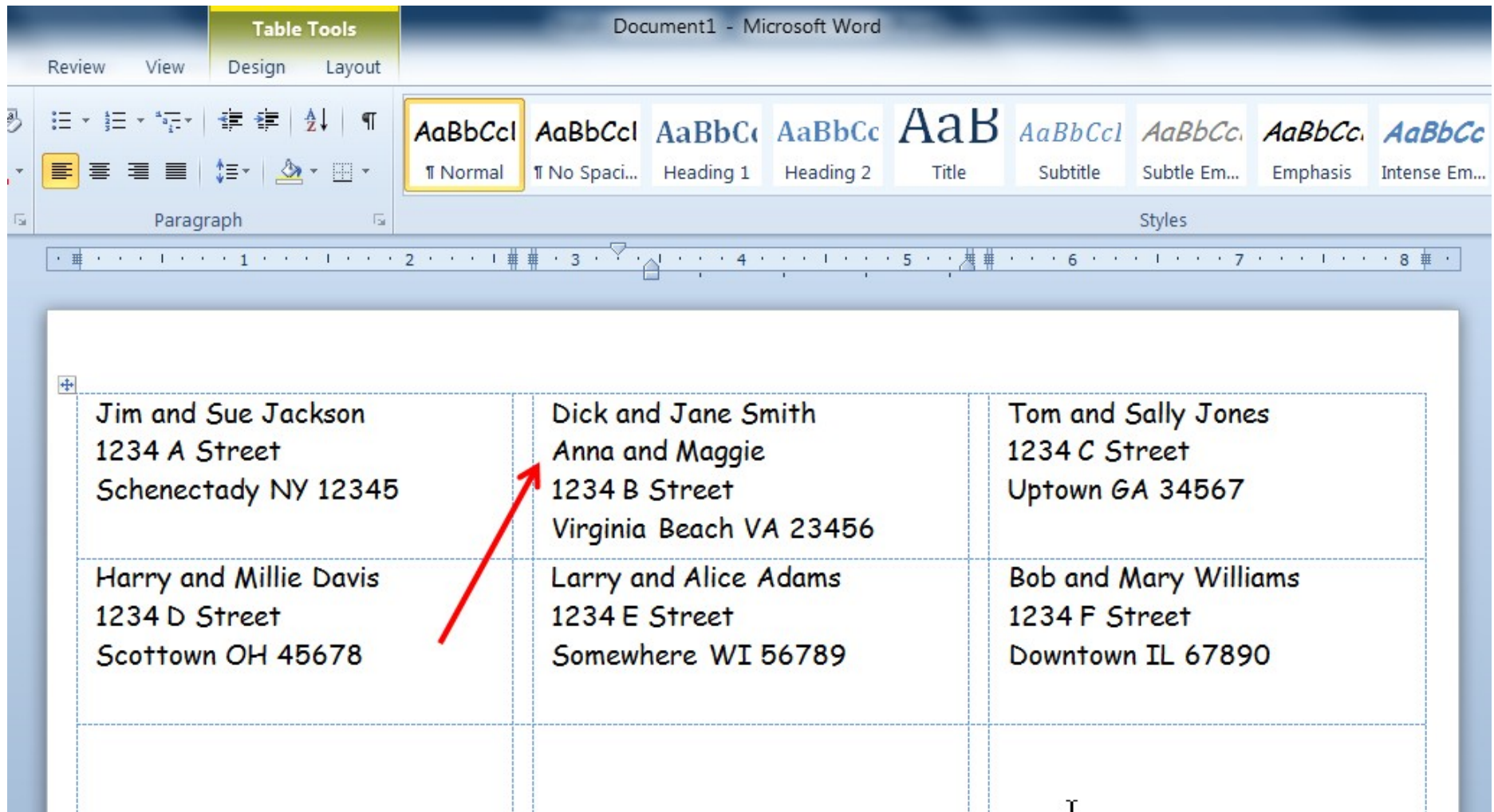
- You can batch edit the labels
- The data on the labels was rearranged using the controls in the Paragraph section

The screenshot shows the Microsoft Word interface with the 'Table Tools' ribbon active. The 'Paragraph' section is highlighted, showing controls for Indent (Left: 0.1", Right: 0"), Spacing (Before: 0 pt, After: 0 pt), and other options like Position, Wrap, Bring, Send, Selection Pane, and Rotate. Below the ribbon, a table of mailing labels is displayed, with the text in each cell highlighted in blue. The labels are arranged in a 2x3 grid:

Jim and Sue Jackson 1234 A Street Schenectady NY 12345	Dick and Jane Smith 1234 B Street Virginia Beach VA 23456	Tom and Sally Jones 1234 C Street Uptown GA 34567
Harry and Millie Davis 1234 D Street Scottown OH 45678	Larry and Alice Adams 1234 E Street Somewhere WI 56789	Bob and Mary Williams 1234 F Street Downtown IL 67890

MAILING LABELS

➤ You can edit individual labels



The screenshot shows the Microsoft Word interface with the 'Table Tools' ribbon active. The ribbon includes 'Review', 'View', 'Design', and 'Layout' tabs. The 'Design' tab is selected, showing various styles like 'Normal', 'No Spacing', 'Heading 1', 'Heading 2', 'Title', 'Subtitle', 'Subtle Emphasis', 'Emphasis', and 'Intense Emphasis'. Below the ribbon is a ruler showing columns 1 through 8. The main content area displays a table with three columns and two rows of mailing labels. A red arrow points to the second cell of the first row.

Jim and Sue Jackson 1234 A Street Schenectady NY 12345	Dick and Jane Smith Anna and Maggie 1234 B Street Virginia Beach VA 23456	Tom and Sally Jones 1234 C Street Uptown GA 34567
Harry and Millie Davis 1234 D Street Scottown OH 45678	Larry and Alice Adams 1234 E Street Somewhere WI 56789	Bob and Mary Williams 1234 F Street Downtown IL 67890

MAILING LABELS

- **On the ribbon, click the File tab and select Print to print your labels on a plain sheet of paper**

Jim and Sue Jackson
1234 A Street
Schenectady NY 12345

Dick and Jane Smith
Anna and Maggie
1234 B Street
Virginia Beach VA 23456

Tom and Sally Jones
1234 C Street
Uptown GA 34567

Harry and Millie Davis
1234 D Street
Scottown OH 45678

Larry and Alice Adams
1234 E Street
Somewhere WI 56789

Bob and Mary Williams
1234 F Street
Downtown IL 67890



MAILING LABELS

- **Place a sheet of labels on top of the sheet you just printed**
- **Place both on your light table and make sure all the information will properly print on the labels**
- **If everything looks OK**
 - **Load sheets of labels in the printer and print**