Prairie State College

Word 2013:
Mail Merge - Labels
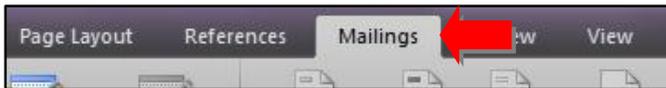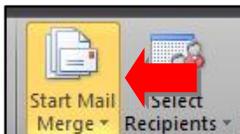
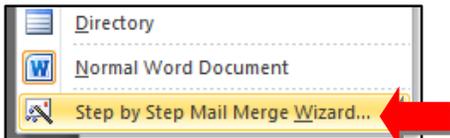## Table of Contents

Mail Merge

Creating Labels

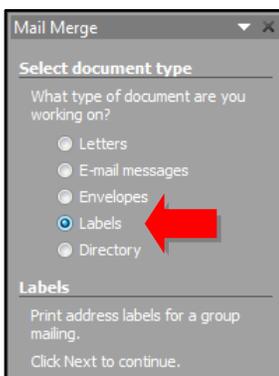1. Open Word 2013.
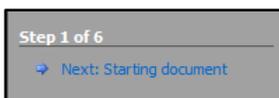2. Select the **Mailings** tab.

3. Select **Start Mail Merge**.

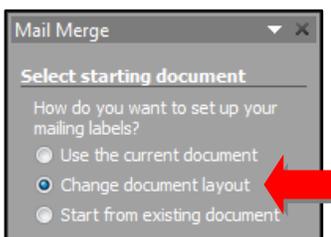4. Select **Step by Step Mail Merge Wizard**.

5. Select **Labels** from the document type.
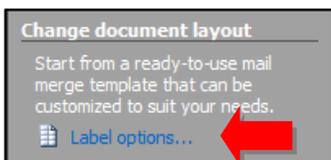
6. Select **Next: Starting document**.
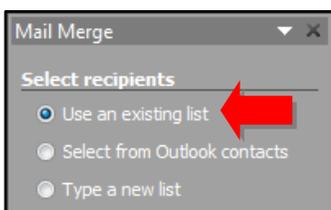
7. Select **Change document layout**.

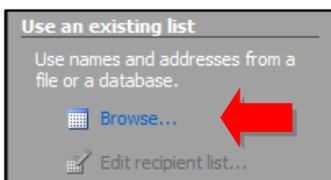8. Select **Label options** to change the label size.

   > **Change document layout**
   > Start from a ready-to-use mail merge template that can be customized to suit your needs.
   >
   > 📄 Label options...

9. Select **Next: Select recipients.**

   > **Step 2 of 6**
   > ➡ Next: Select recipients
   > ⬅ Previous: Select document type

10. Select **Use an existing list**.

    > Mail Merge ▼ ✕
    >
    > **Select recipients**
    > ⦿ Use an existing list
    > ⦾ Select from Outlook contacts
    > ⦾ Type a new list

11. Select **Browse** to locate the existing list.

    > **Use an existing list**
    > Use names and addresses from a file or a database.
    >
    > 📖 Browse...
    > 📝 Edit recipient list...

    > **Note:** If your file is an Excel file, make sure your columns have headers.

12. Follow the steps shown for the type of document you selected.
13. Select **Next: Arrange your labels**.

    > **Step 3 of 6**
    > ➡ Next: Arrange your labels
    > ⬅ Previous: Starting document

14. Select the type of information you want on your labels.

    > **Arrange your labels**
    > If you have not already done so, lay out your label using the first label on the sheet.
    >
    > To add recipient information to your label, click a location in the first label, and then click one of the items below.
    >
    > 📄 Address block...
    > 📄 Greeting line...
    > 📄 Electronic postage...
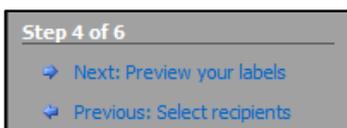   > 📄 More items...

15. Select **Update all labels**.

> **Note:** If you don't update all labels, the data will not show up on the labels.
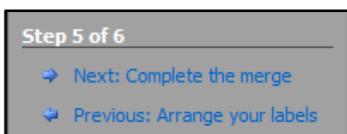
16. Make any changes to the font style or size on the labels.
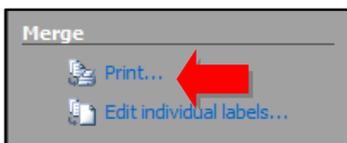17. Select **Next: Preview your labels**.

18. Make sure the labels look correct.
19. Select **Next: Complete the merge**.

20. To finalize the merge, select **Print**.

21. If you will need to print this same list of labels again, save the document.