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# Word 2016: Mail Merge - Labels

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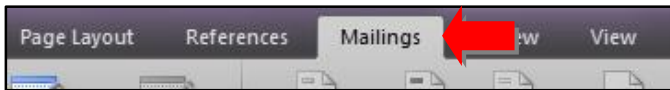
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# Mail Merge

## Creating Labels

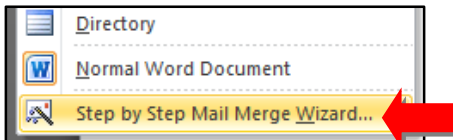
1. Open Word 2016.
2. Select the **Mailings** tab.



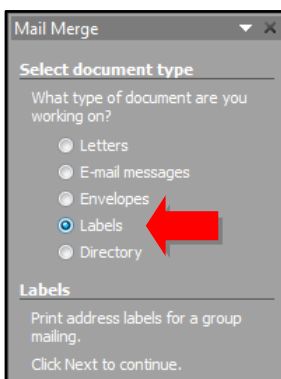
3. Select **Start Mail Merge**.



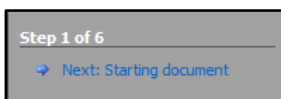
4. Select **Step by Step Mail Merge Wizard**.



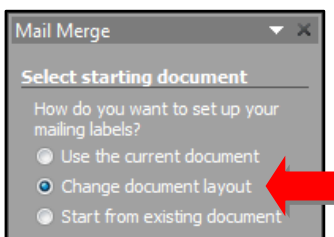
5. Select **Labels** from the document type.



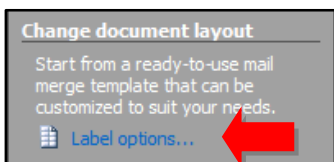
6. Select **Next: Starting document**.



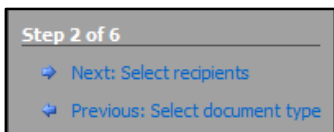
7. Select **Change document layout**.



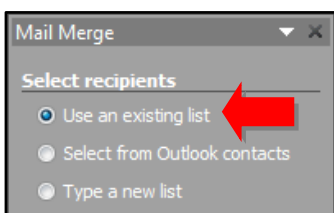
8. Select **Label options** to change the label size.



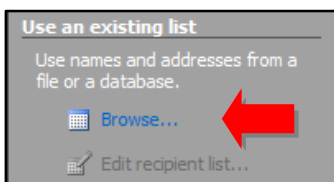
9. Select **Next: Select recipients**.



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



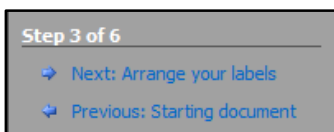
11. Select **Browse** to locate the existing list.



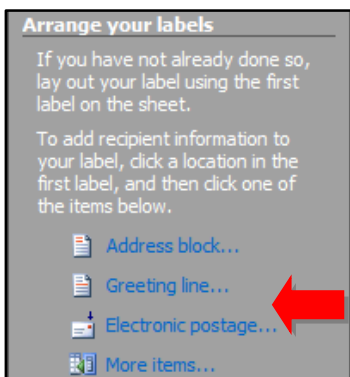
**Note:** If your file is an Excel file, make sure your columns have headers.

12. Follow the steps shown for the type of document you selected.

13. Select **Next: Arrange your labels**.



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



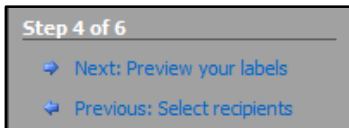
15. Select **Update all labels**.

**Note:** If you don't update all labels, the data will not show up on the labels.



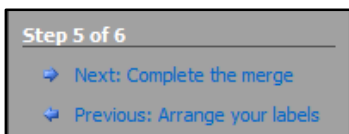
16. Make any changes to the font style or size on the labels.

17. Select **Next: Preview your labels**.

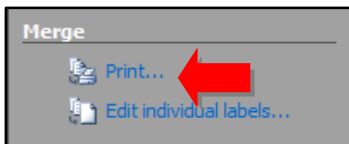


18. Make sure the labels look correct.

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.