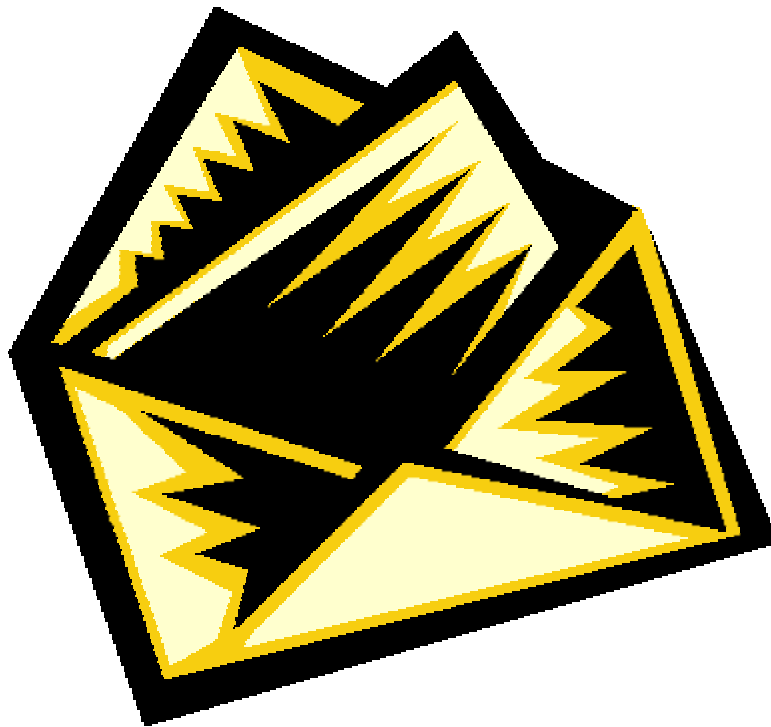


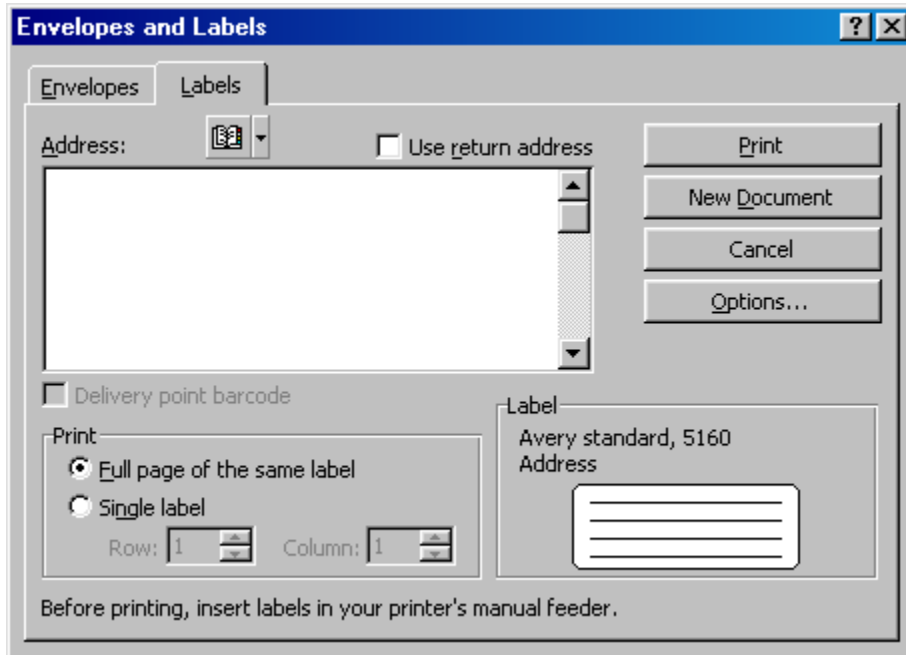
Labels and Envelopes in Word



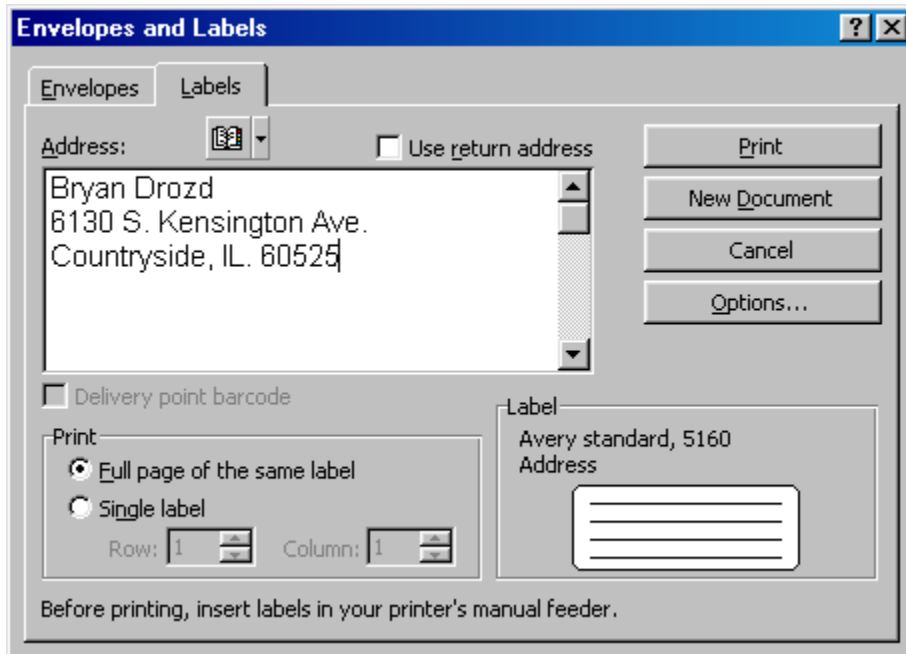
Creating a full sheet of the same label	2
Printing an address directly on an envelope	3
Creating a data source for labels	6
Mail Merge in Word Using Excel data	8

Creating a full sheet of the same label

Go to Tools menu and choose Envelopes and Labels



Type in the info you want on your label.

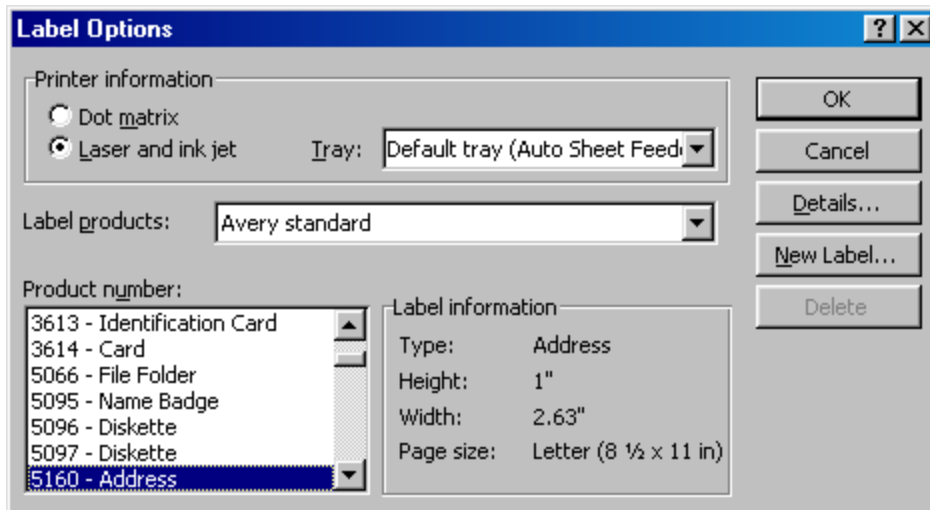


Note the Options on this screen.

Print: Full page of the same label (or single label, which lets you choose where on the sheet it will print out).

New Document: Creates a new document for the labels (recommended).

Options: Allows you to change the type (size) of the label. See next page for a sample of the options screen.

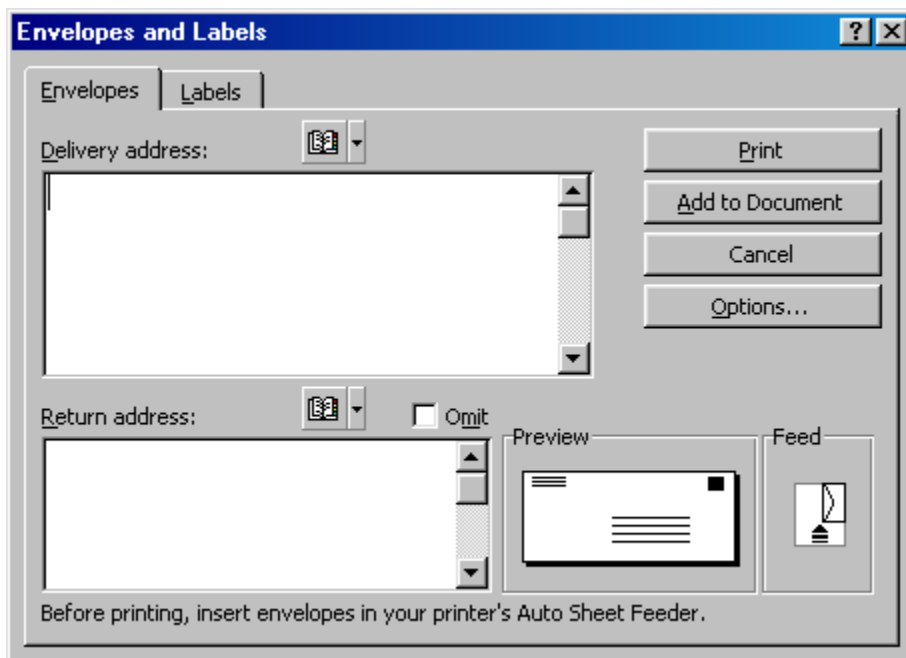


Avery brand labels are easy to work with in terms of identifying the product number that corresponds to a particular size of label. Style 5160 is a typical address label size (30 labels on a sheet).

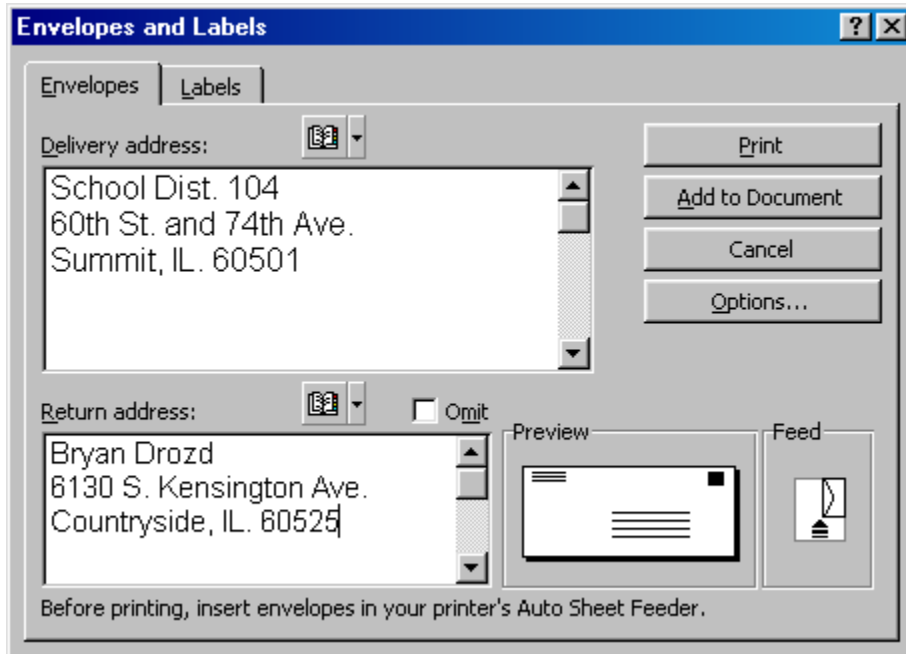
To print the labels, just go to the new document (full of labels) and Print.

Printing an address directly on an envelope

Go to Tools menu and choose Envelopes and Labels



Type in the Info you want on the envelope

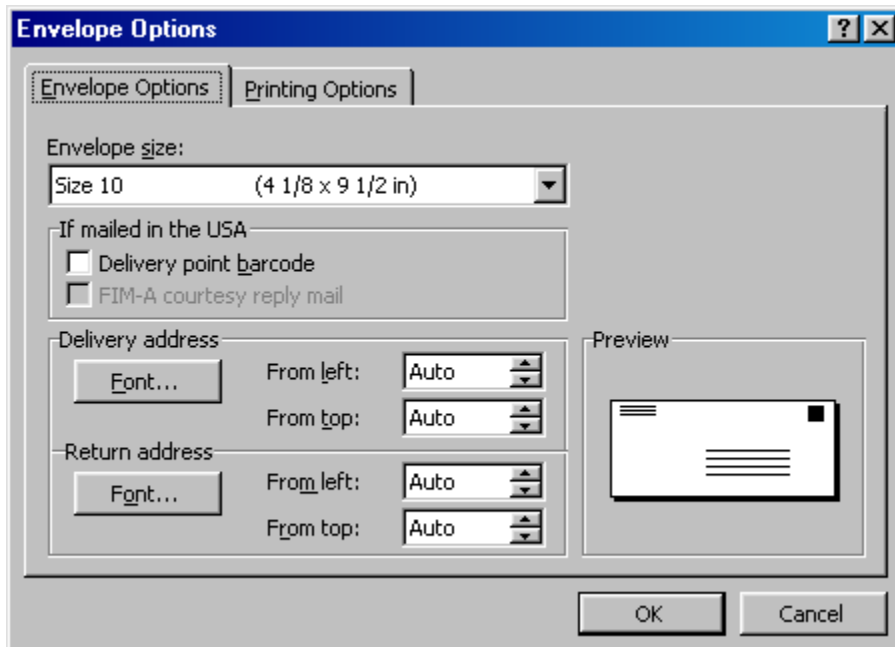


Note the options on this screen.

Omit checkbox can be checked to skip the return address.

The **Feed** preview image can be useful, but is not always correct; test your printer to make sure envelopes are being fed into it correctly.

Options are shown below.

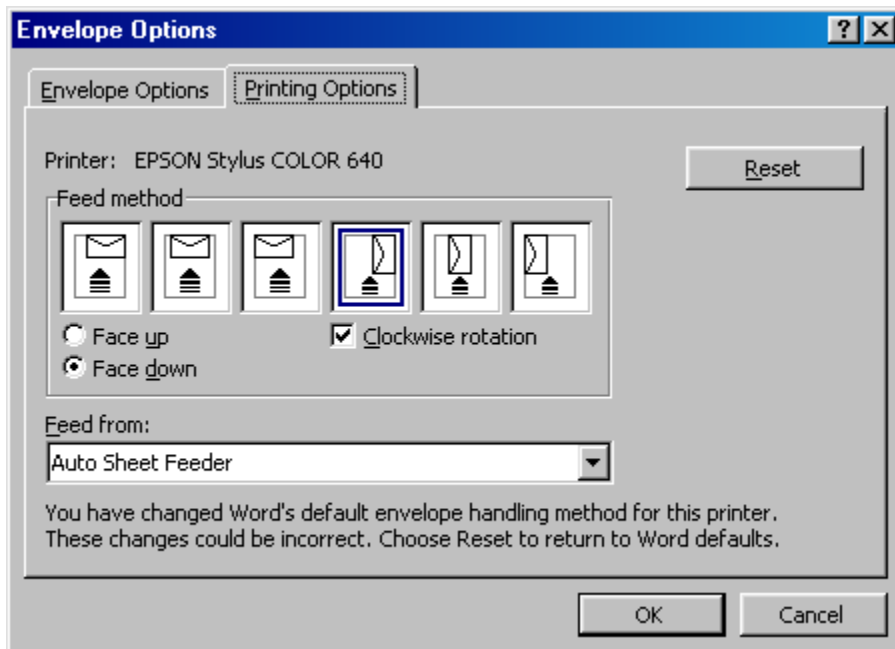


Envelope size can be changed.

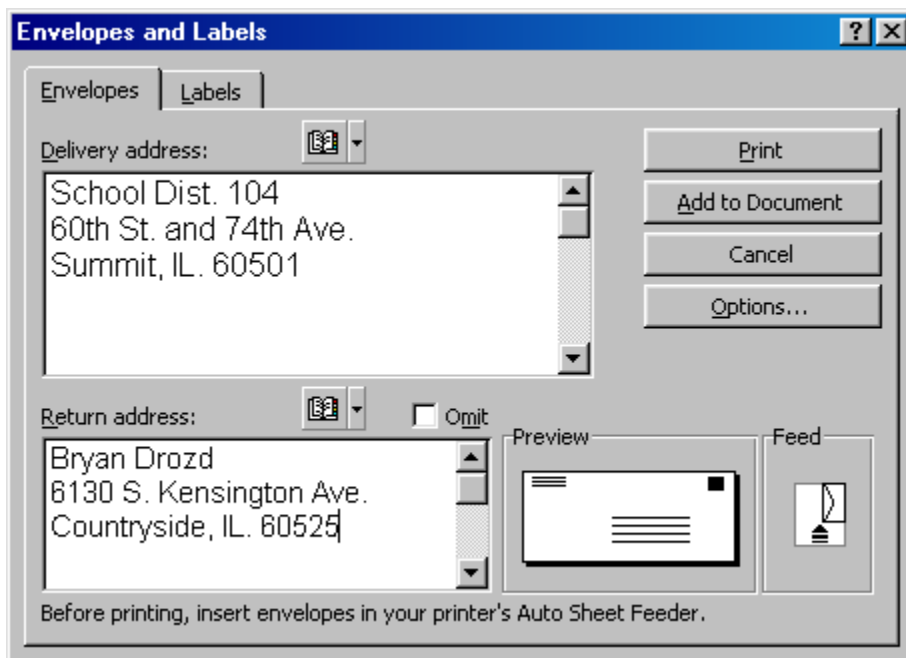
A **barcode** can be added (though I have no idea whether it is accurate or not, but it looks neat).

Delivery and **Return address fonts** and **spacing** can be changed.

Printing Options can also be changed; see the next page.



This screen lets you change the settings for how the envelope is fed into the printer. The settings are based on your currently selected printer. They are usually correct, but it is worth testing to make sure, especially the first time around.

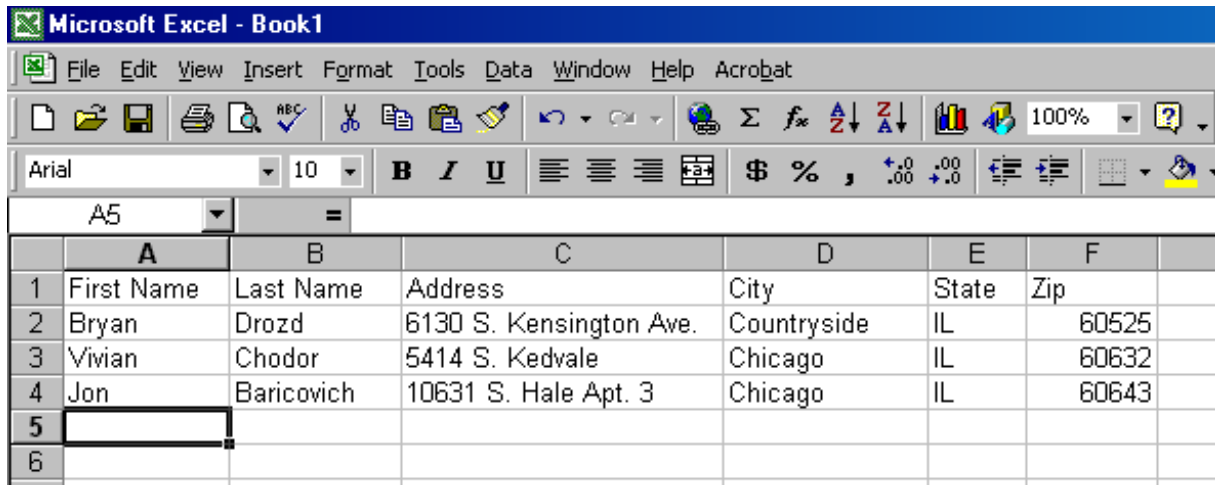


Once you have checked everything over, click Add to Document to create the envelope page. Then, Print it. *If the program asks about setting the Return address as the default, choose No.*

Creating a data source for labels

If you want to create a list of addresses to print out a set of labels, you can do it using Excel.

Start Excel.

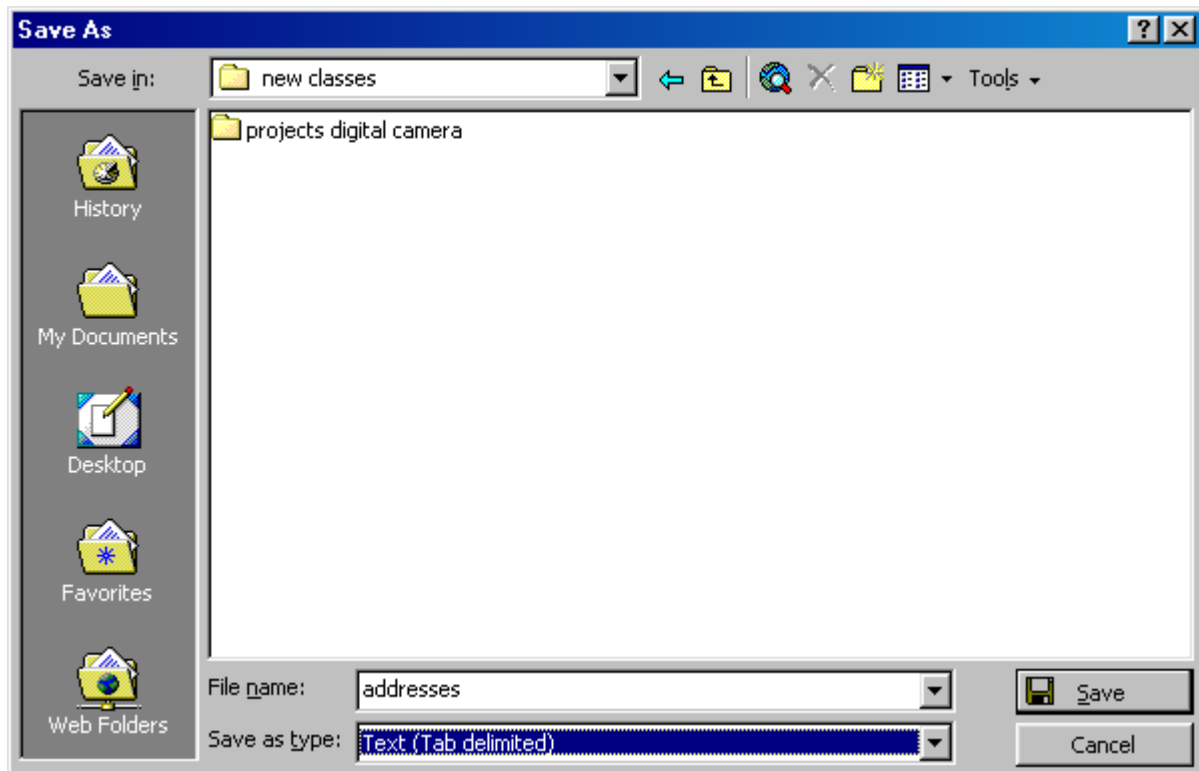


The screenshot shows the Microsoft Excel interface with a spreadsheet containing the following data:

	A	B	C	D	E	F
1	First Name	Last Name	Address	City	State	Zip
2	Bryan	Drozd	6130 S. Kensington Ave.	Countryside	IL	60525
3	Vivian	Chodor	5414 S. Kedvale	Chicago	IL	60632
4	Jon	Baricovich	10631 S. Hale Apt. 3	Chicago	IL	60643
5						
6						

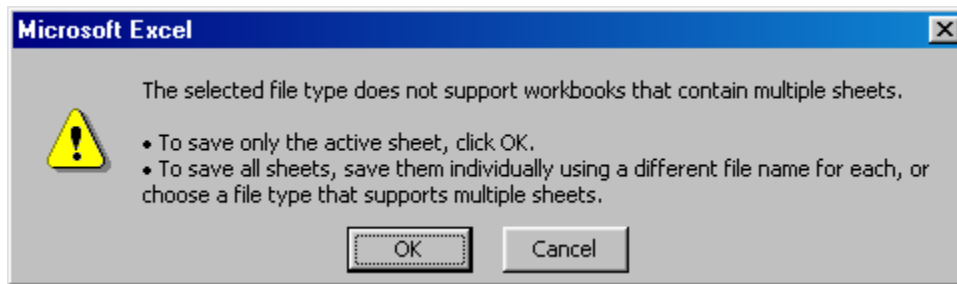
Type in Headings for the items in Row 1, and info as needed in the following rows.

When you have the info typed in, go to File and choose Save As.



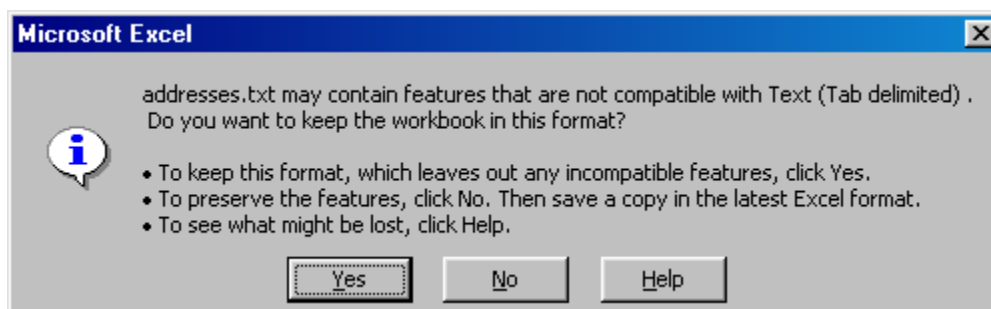
Make sure to change the Save as Type option to Text (tab delimited).

When you click save, this screen may appear.



Click OK

This next screen may also appear:



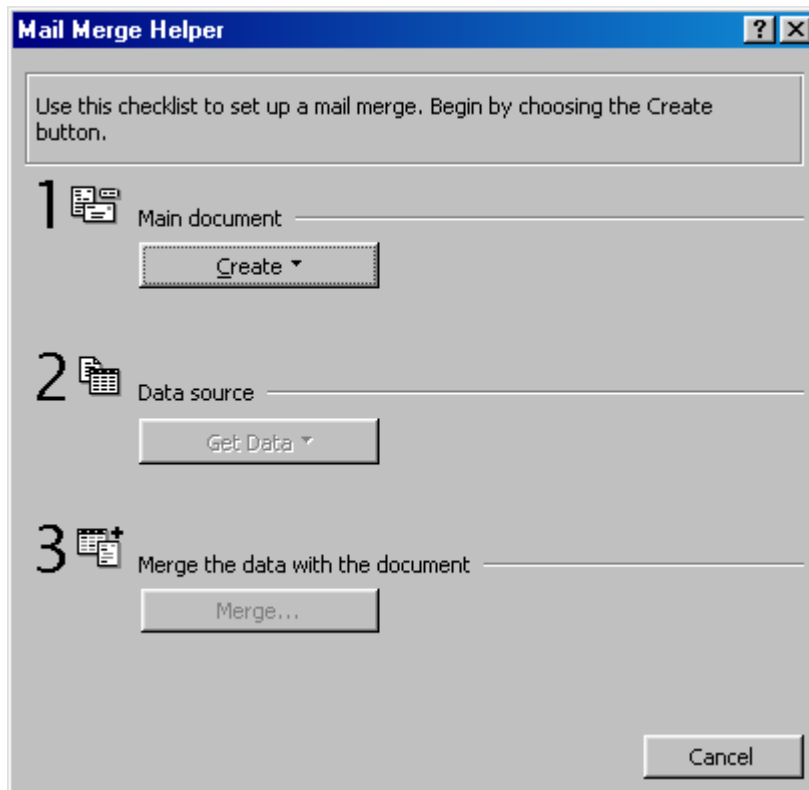
Click Yes.

You are now done in Excel.

Mail Merge in Word Using Excel data

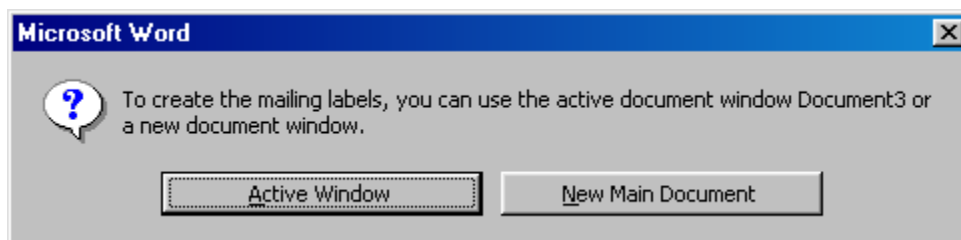
Start Word

Go to the Tools menu.
Choose Mail Merge.

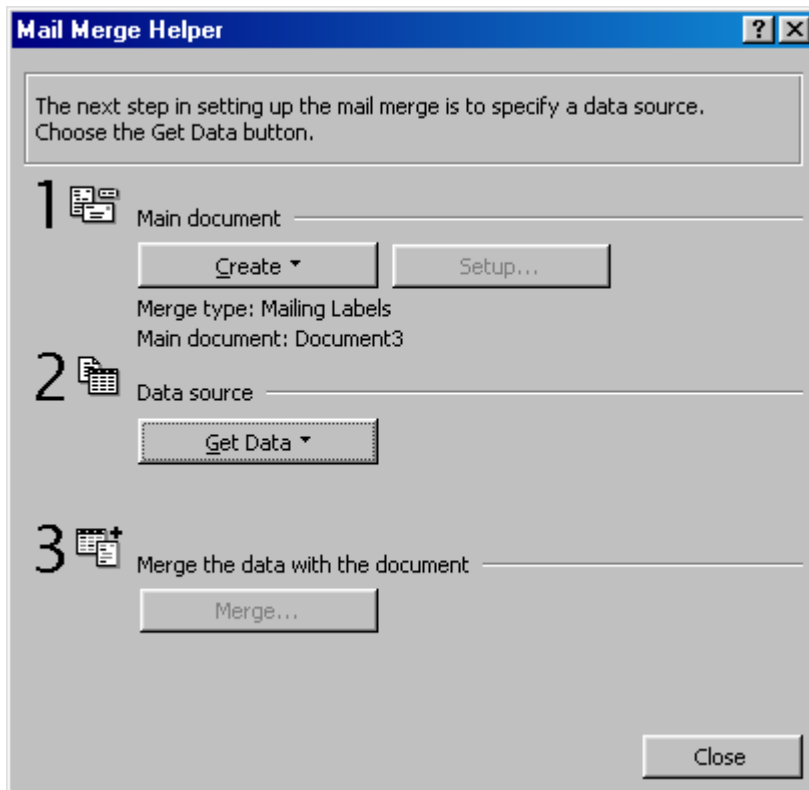


Click on Create.

Choose Mailing Labels



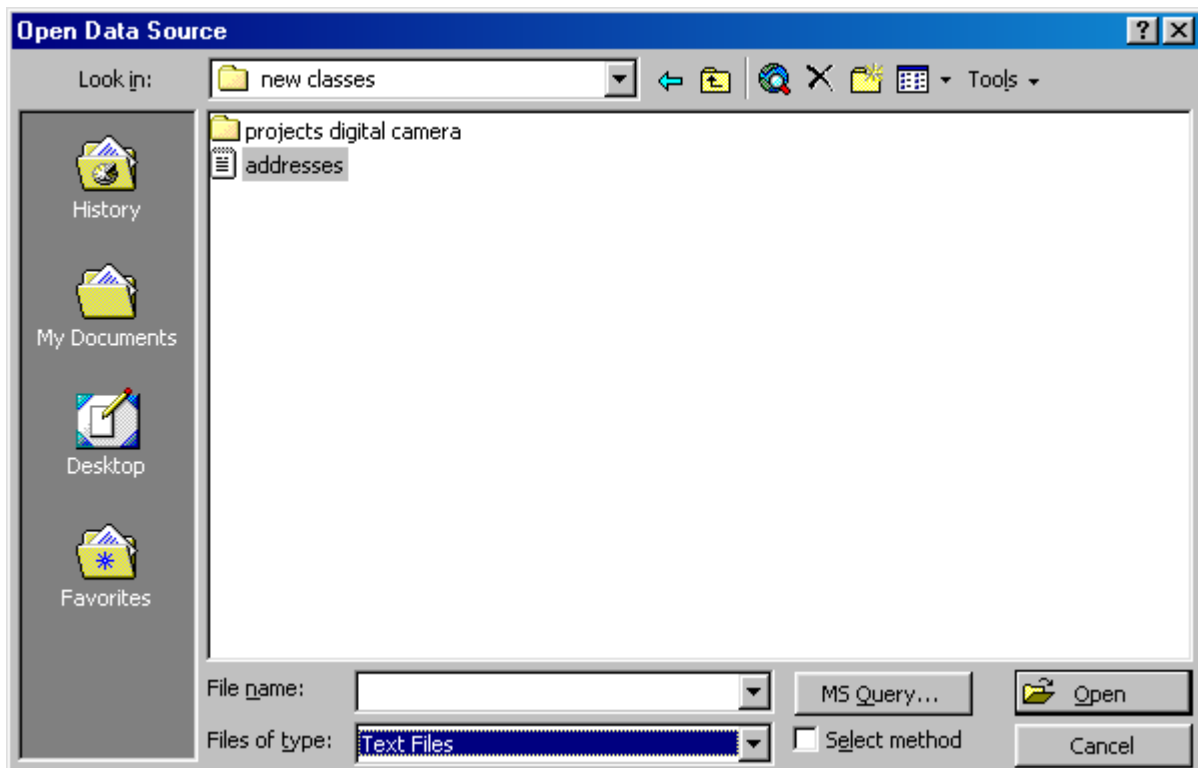
Click on Active Window.



Under Data Source, click on Get Data.

Choose Open Data Source.

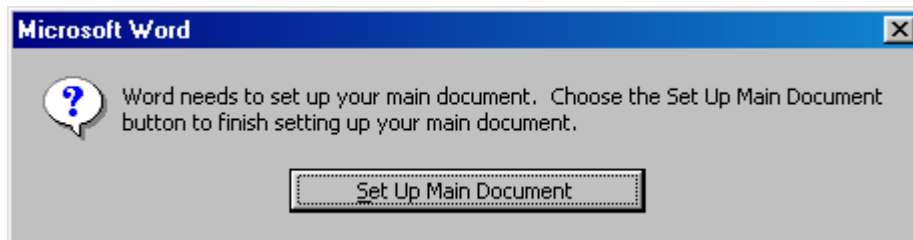
Go to where your address file was saved.



Next, click on the drop down menu that says "Files of type" (and reads "All Word Documents") and choose Text Files.

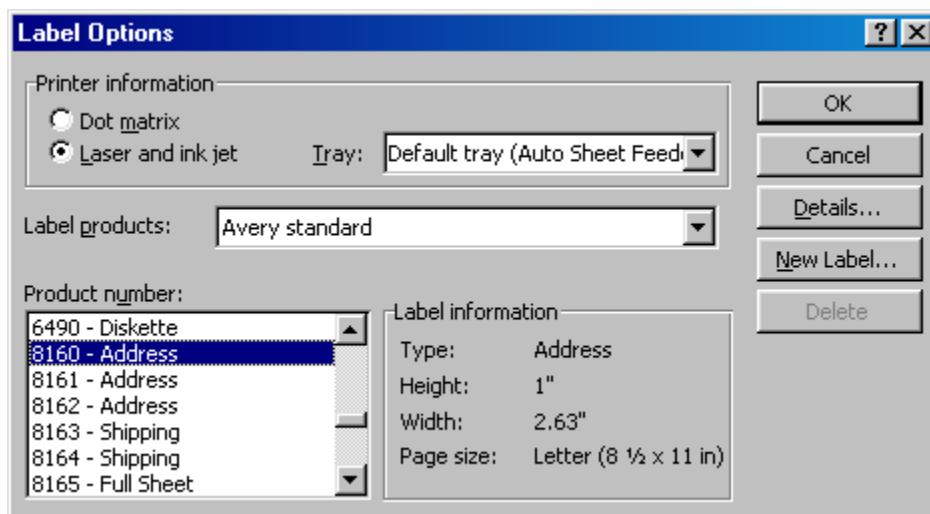
Choose the addresses file.

Click OK.



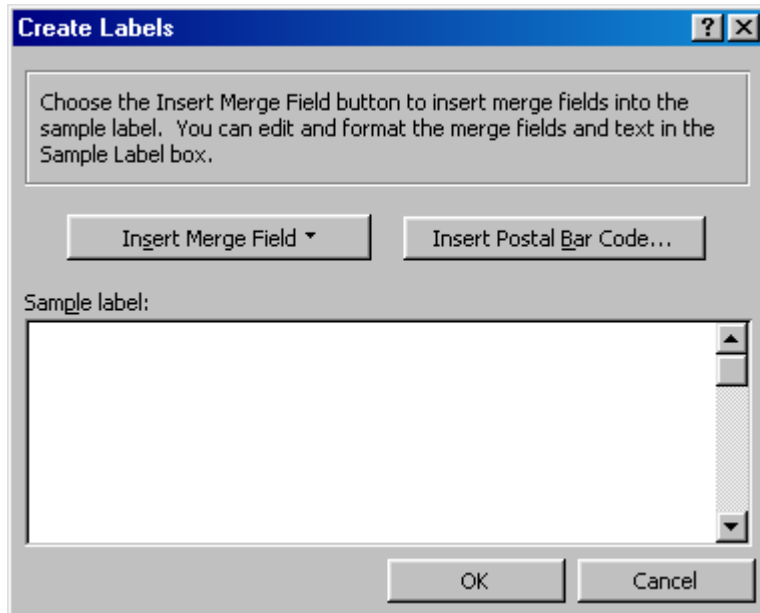
This screen will pop up. Click on Set Up Main Document.

The bottom left area of the next screen is where you choose the type of label you are going to use

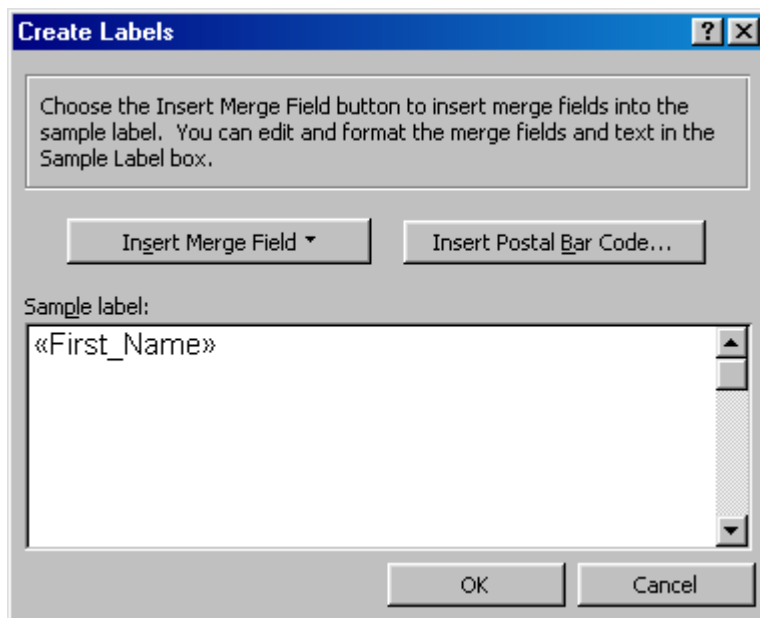


Next, Click OK.

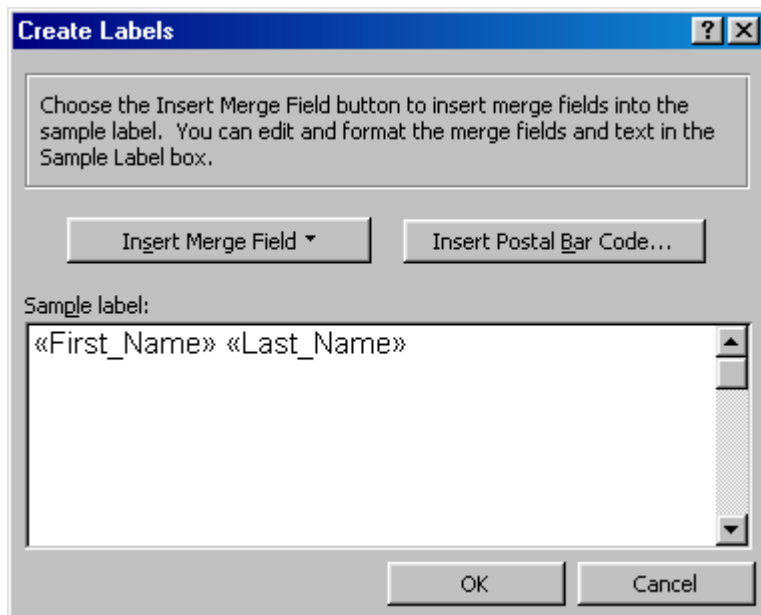
Next is the Insert Merge Field screen.



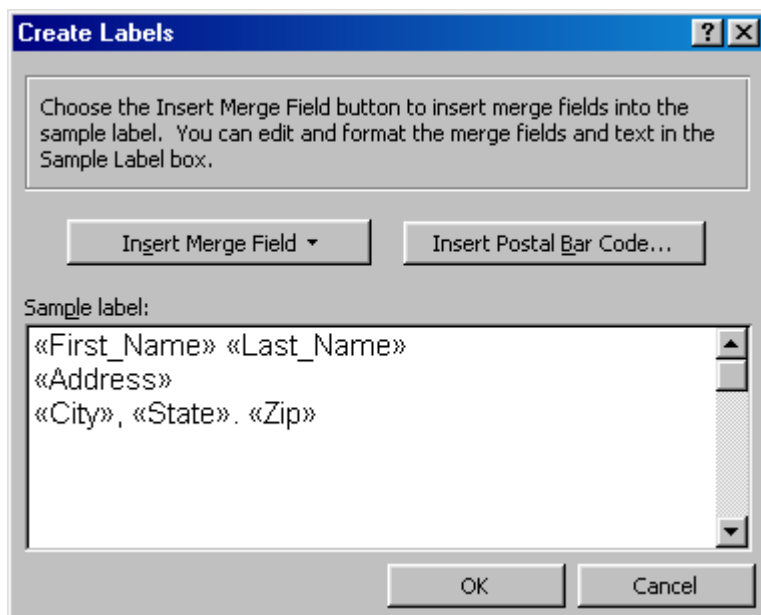
Click on Insert Merge Field and choose First Name.



The cursor will be blinking in the box to the right of the <<First_Name>> field. Hit the spacebar once (this will put a space between the names, otherwise, they would run together). Next, click on Insert Merge Field again and choose Last Name.



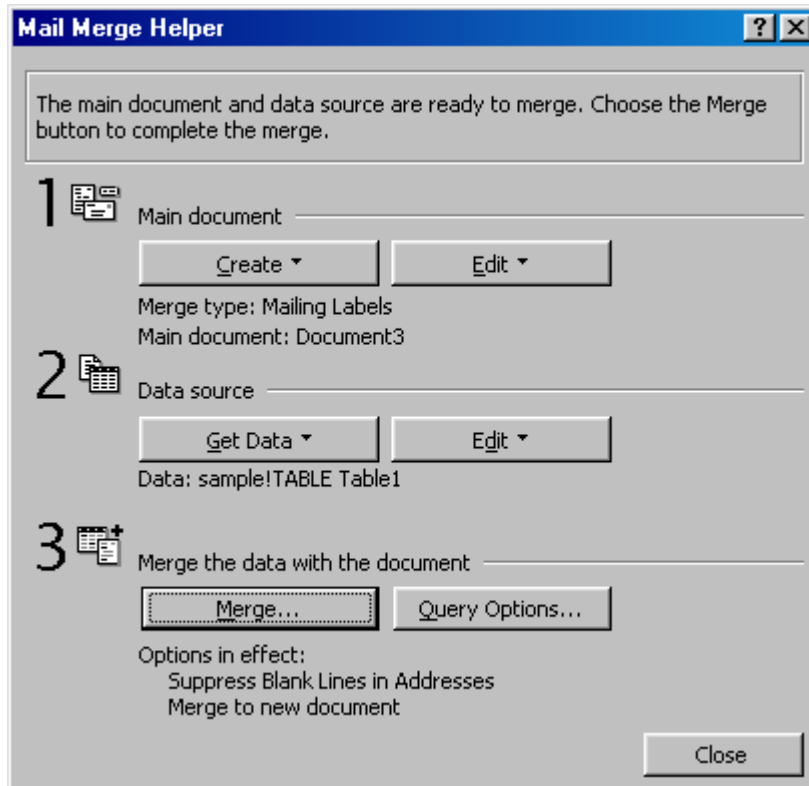
Hit Enter to go down to the next line.
Insert the Address field, then hit Enter.



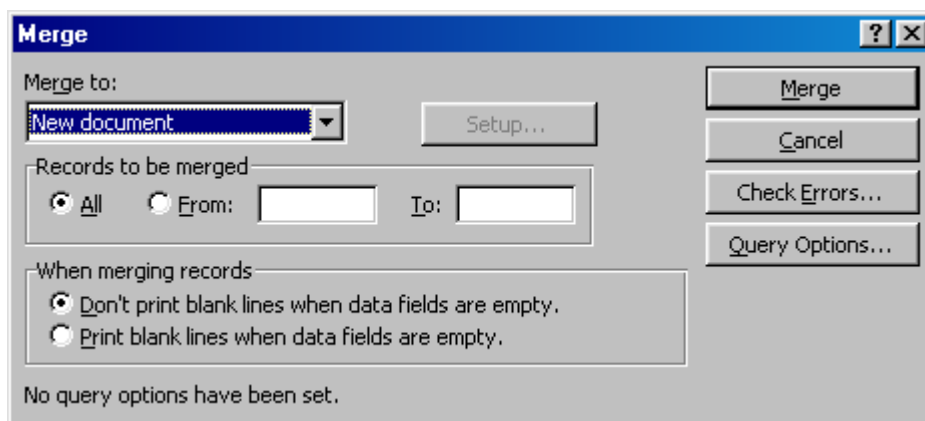
For the next line, you will put in the City, State, and Zip. Remember to put a comma after City and a period after State, and spaces as needed.

Click OK.

The document will be set up.



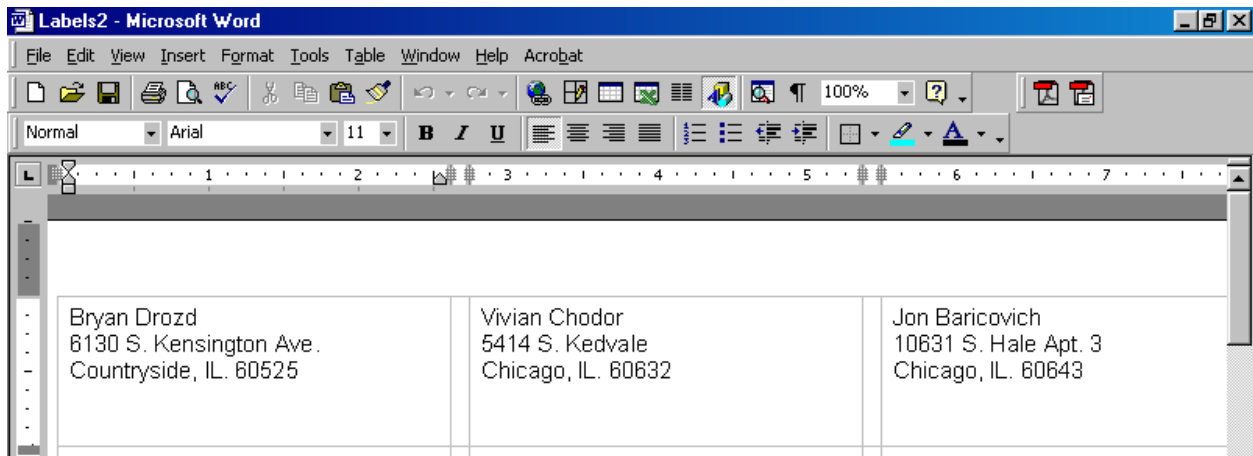
Next, Underneath where it says "Merge the data with the document" (step 3), Click on Merge.



In the Merge window, click on the Merge button.

Word will create a new document with your labels.

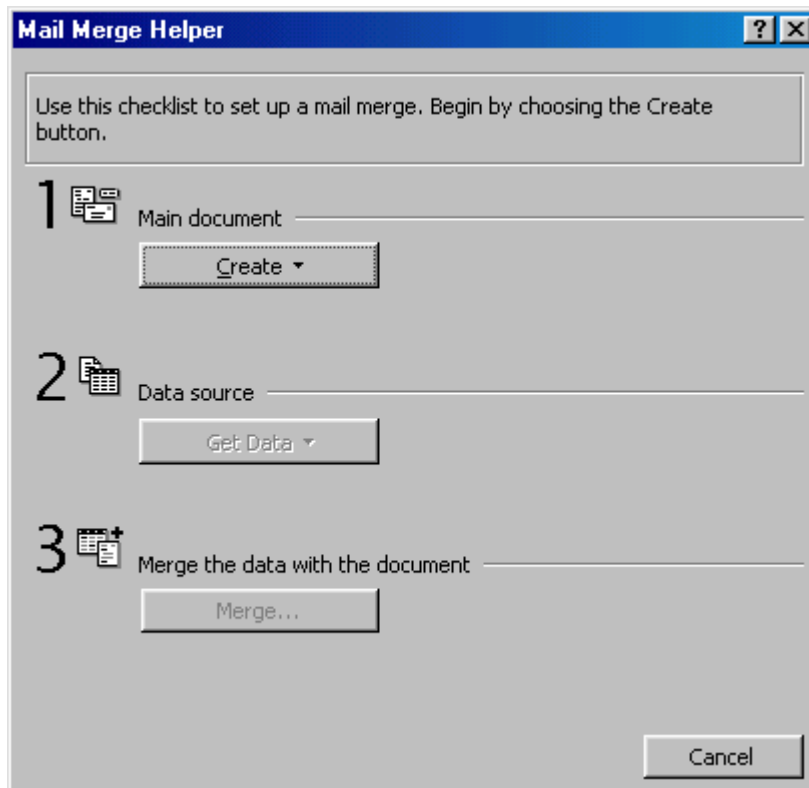
Sample:



If everything looks okay, go ahead and print.

If you want to change the appearance of the font, the easiest way is to go to the Edit menu and choose Select All, then make any changes to the font. Be careful not to make the font size too large for the information to fit on the label properly.

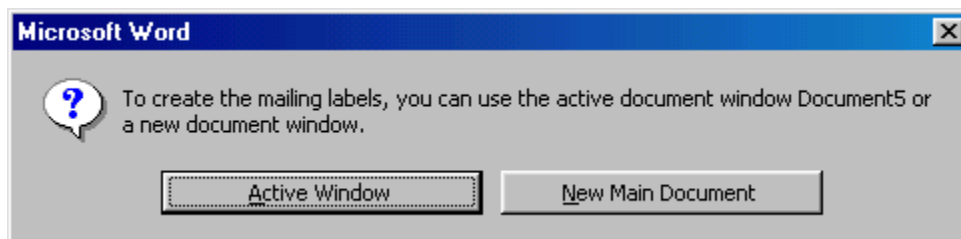
Alternate method of creating label data

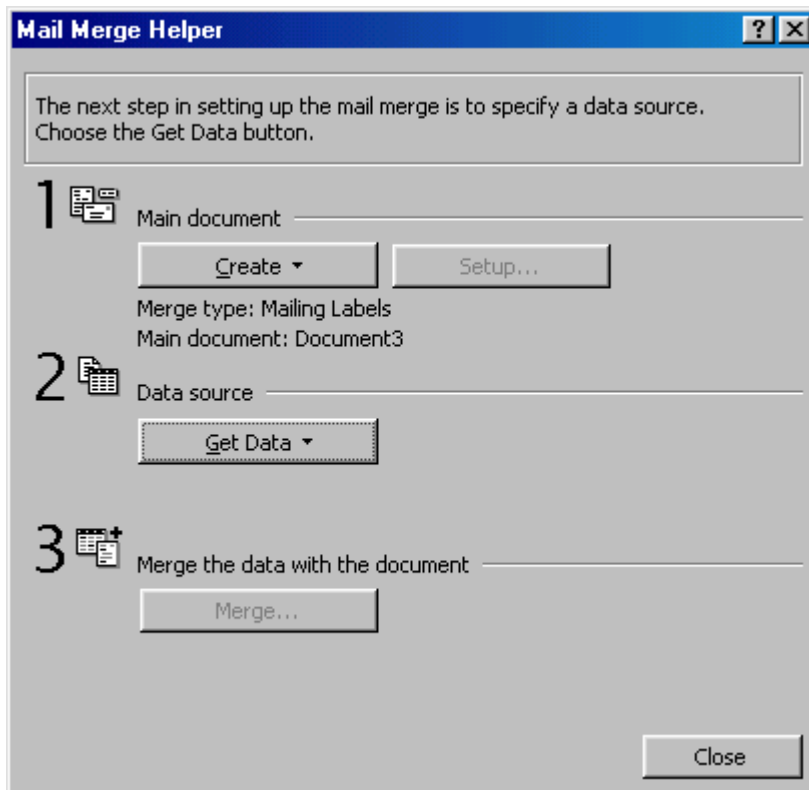


Go to Tools menu and choose Mail Merge.

Click the Create menu and choose Mailing Labels.

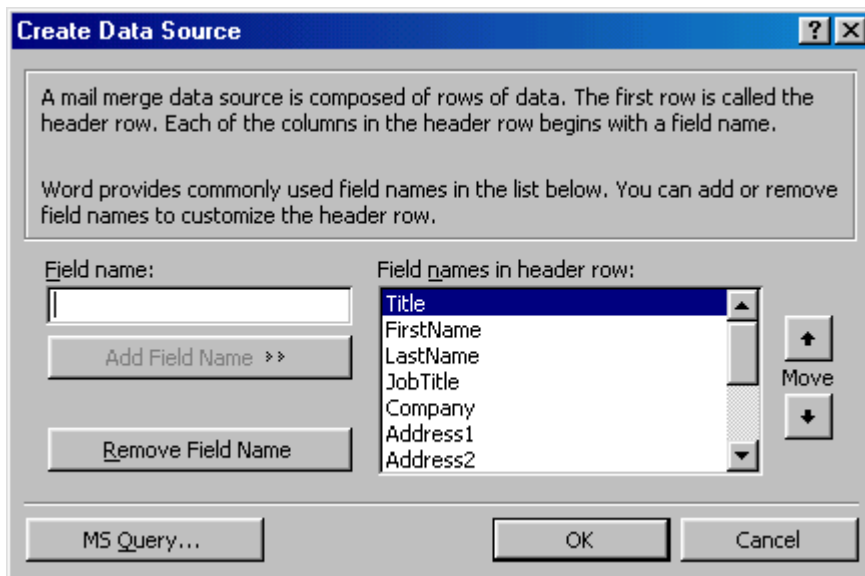
Create a new Main document.





In section 2, Data Source, click on Get Data.

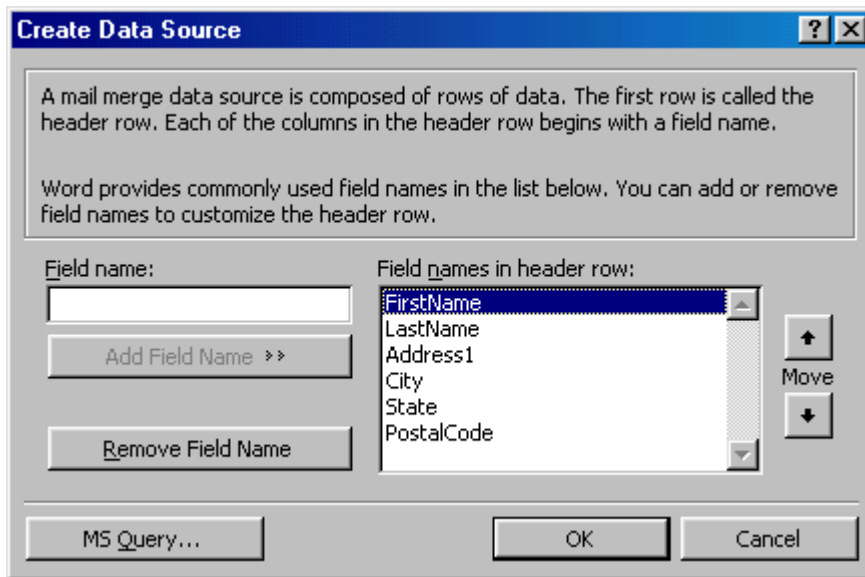
Choose Create Data Source.



Data field names are listed in the column on the right.

Click on a field and choose Remove Field Name to eliminate any unnecessary items.

You may also add fields by typing them in the field name area and choosing Add Field Name.

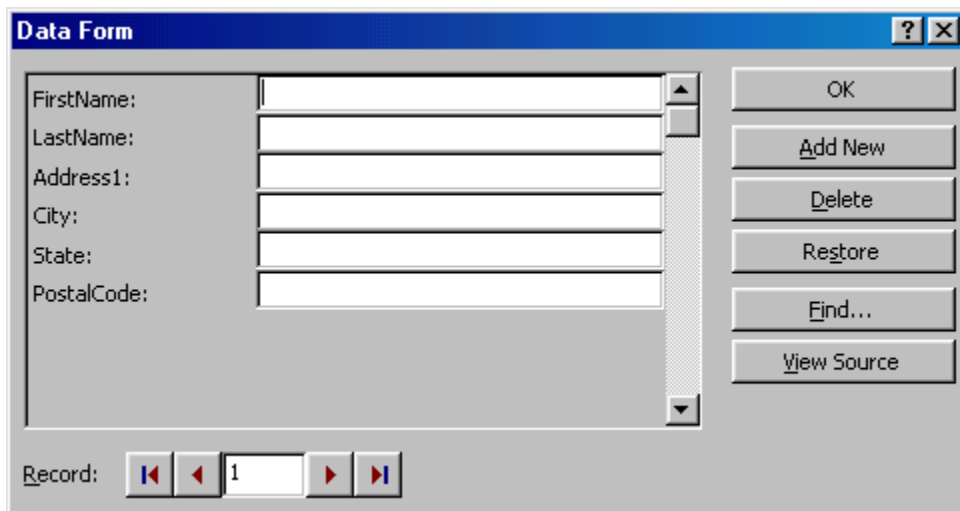
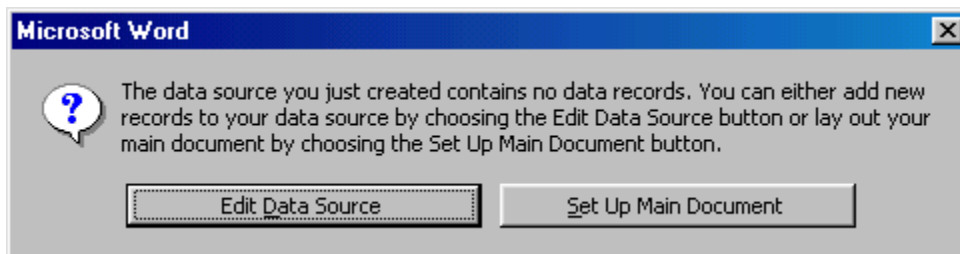


The data source screen with some fields removed.

Once you have the items removed or added that you need, click OK.

The next screen will have you save the document.

Once you have saved, this screen should be next: Choose **Edit Data Source**.



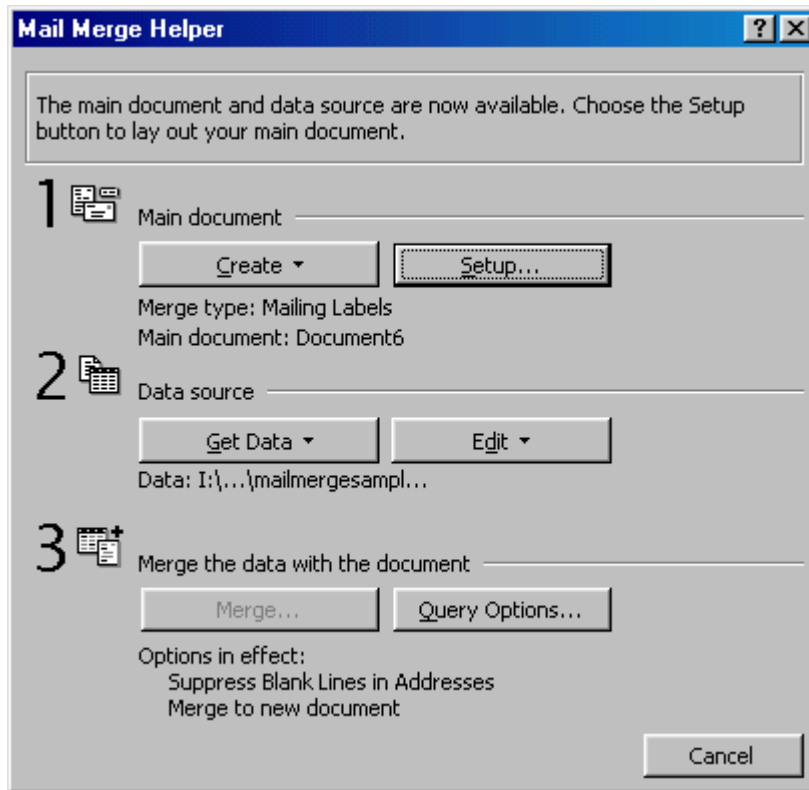
Click in each field area to add information.

Click Add New to proceed to the next record.

Click OK when you are done adding information.

The arrows at the bottom can be used to move through the records.

Go back to the Tools menu and choose Mail Merge.



Choose Setup, and review pages 10-14 of this tutorial. The steps for setting up the document and then merging the data are essentially the same at that point.