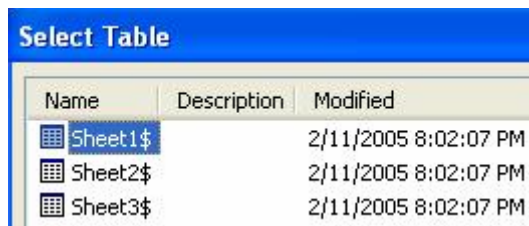




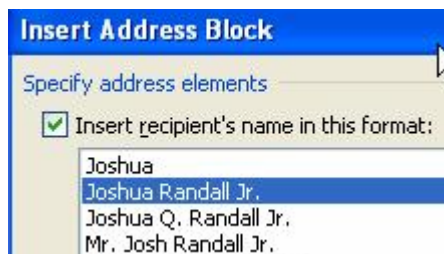
HOW TO: Create mailing labels from an Excel file

If you have a list of names and addresses in a Microsoft Excel spreadsheet, you can quickly create mailing labels from this list using the Mail Merge wizard in Microsoft Word. Before getting started, make sure Excel is closed, open Word, and start with a blank document. Follow these steps:

1. From the **Tools** menu, select **Letters and Mailings**, and then **Mail Merge**.
2. The Mail Merge pane will appear on the right-hand side.
3. Select document type (**Labels**), click the **Next: Starting document** link at the bottom of the Mail Merge pane.
4. Click the **Label options** link and select the product number of the labels you are using.
5. Make sure **Use the current document** is selected and click the **Next: Select recipients** link at the bottom of the Mail Merge pane.
6. Make sure the **Use an existing list** option is selected, click the **Browse** link and navigate to the Excel file that contains the list of addresses that you want to print. Click on the file once to select it, and click **Open**.
7. When the **Select Table** box appears select **Sheet1\$** (or the worksheet that contains the list of addresses), and click **OK** (see picture).



8. The **Mail Merge Recipients** dialogue box appears. Place a check next to all of the recipients that you want to create labels for, and click **OK**.
9. Click the **Next: Arrange your labels** link at the bottom of the Mail Merge pane.
10. Click the **Address block** link and select the address format for the labels (if necessary click the **Match Fields** button to make sure the Word fields match with the Excel fields).



11. Click the **Update all fields** button, and then click the **Next: Preview your labels** link at the bottom of the Mail Merge pane.
12. Click the **Next: Complete the merge** link at the bottom of the Mail Merge pane.
13. Select **Save** from the **File** menu and save the document.

Note These instructions were prepared based on the 2003 version of Microsoft Word. The steps might be slightly different with other versions of Word.

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