

How do I create mailing labels from a file in Excel?

First, you need to have an Excel file that contains the addresses you are going to use. It is helpful to have column headings for your addresses similar to the format of this file.

| | A | B | C | D | E | F |
|---|------------------|-----------------|-------------|--------------|------------|---|
| 1 | Name | Address | City | State | Zip | |
| 2 | Bill Gates | 100 Main Street | Raleigh | NC | 27607 | |
| 3 | Steven Speilberg | 101 Main Street | Raleigh | NC | 27607 | |
| 4 | Judi Dench | 102 Main Street | Raleigh | NC | 27607 | |

To create the mailing labels you will use a tool in Microsoft Word called Mail Merge. To get started, open up a new blank Word Document.

Go to the **Tools** menu and select **Letters and Mailings** and then click **Mail Merge**.

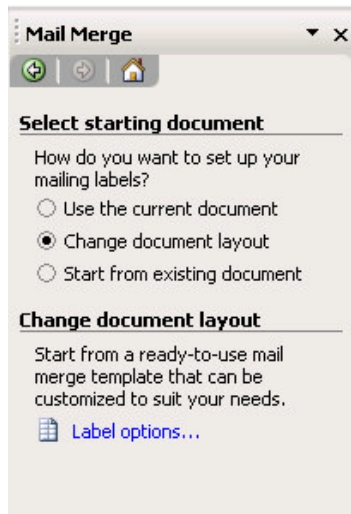
This will open the **Mail Merge** task pane. By using hyperlinks in the task pane, you can navigate through the mail-merge process.

The next step will be to choose the type of document you want to merge information into and the main document you want to use.

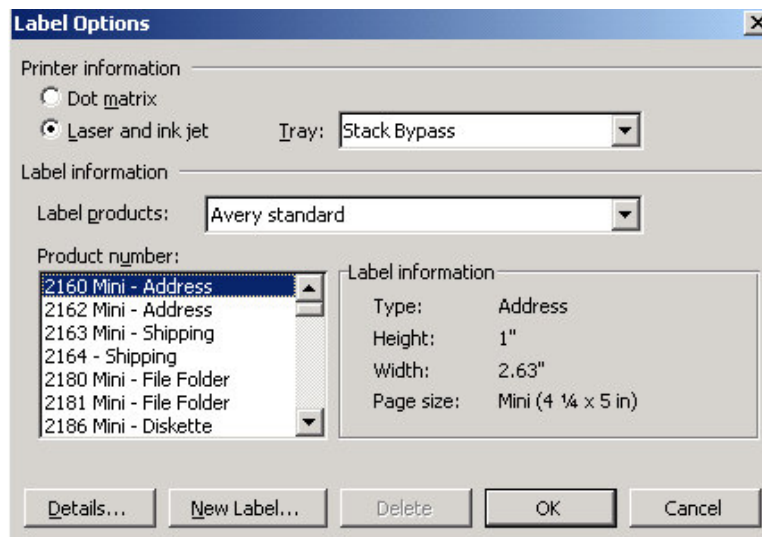
Since we're creating mailing labels, choose the Labels choice from the task pane and click Next.



Since your main document (called the **starting document** in the task pane) is already open, click **Change document layout** and click **Label Options....**

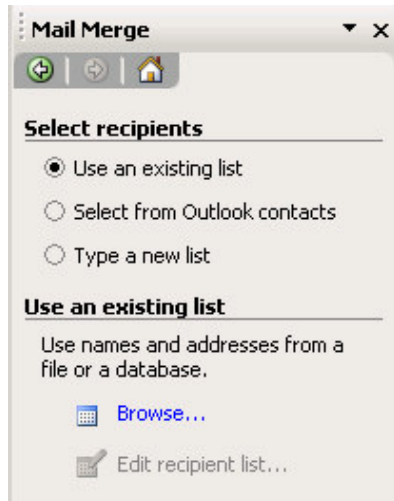


This will bring up the Label Options window which allows you to select the type of label you have based on the size and/or vendor's product. Choose the appropriate label and click **OK**. Then, click **Next** to continue the process.

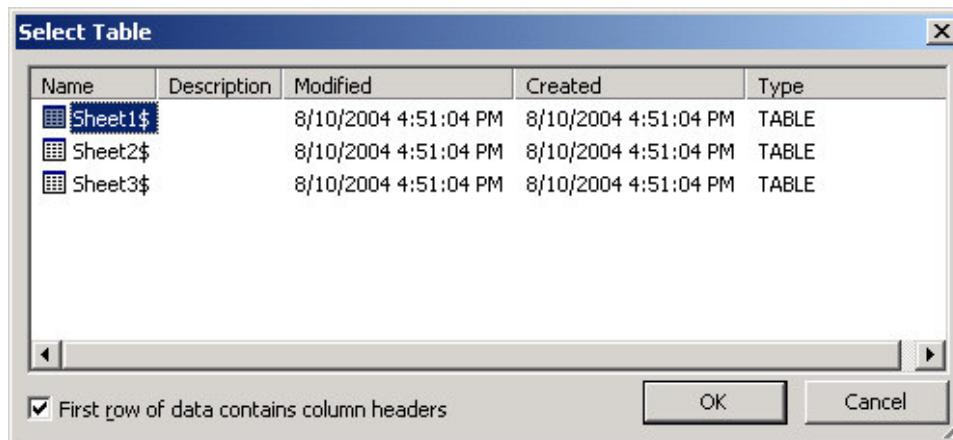


In the next step in the mail-merge process, you connect to the Excel file where the information that you want to merge into your documents is stored.

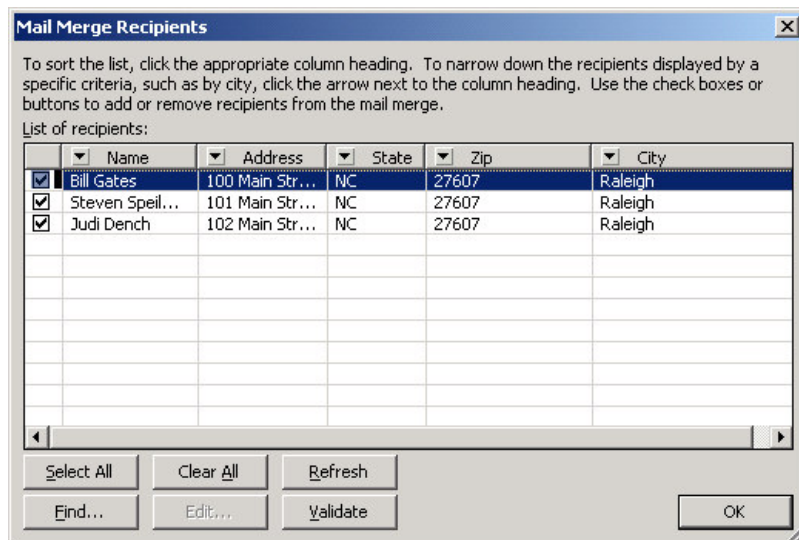
Click **Use an existing list**, and then click **Browse** to locate the Excel file.



When you connect to the Excel file, your first window will ask which sheet you want to use. In this case, since the information is on sheet one, it is selected and you should click ok. Make sure to check the box "*First row of data contains column headers*" if your worksheet has headers like Name, address, etc.



The next window will display the information that is in sheet one. This will allow you to select which information you want to merge into the labels. Then, click **Next to Arrange your labels**.



To arrange your labels, click the **Address Block** and choose the look you want to use and click **OK**. Then, click **Update all Labels** to copy the style to each of the labels you are going to print.



To preview your labels, click **Next**. If you are satisfied with the look of the labels, click **Next** to complete the merge. You will then be given the option to print the labels.