Mail Merge Project

1. Start a new blank Word document.
2. Click the Mailings tab.
3. Click the “Start Mail Merge button”
   1. Click “Step by Step Mail Merge Wizard
4. In the Mail Merge task pane, click the labels option button and the click “**Next: Starting document**” (at bottom of pane)
5. Under Change document layout, click Label options.
6. Click the label vendors drop-down arrow and click Avery US Letter.
7. In the Project number list, click “5660 Easy Peel Address labels” and then click OK.  
   (Word creates a table that has cells the same size and in the same layout as the labels you selected.)
8. Click “**Next: Select recipients**”
9. Under Select recipients, click the “Type a new list” option button, and then click Create. The New Address list dialog box displays.
10. Type **Mr**., press TAB, type **John**, press Tab, and type **Smith**.
11. Press TAB twice, type **111 Main Street**, and press TAB twice.
12. Type **New York**, press TAB, type **NY**, press TAB, and type **11783**.
13. Click the New Entry button. Word completes the first entry and moves to a new row so you can type the information for another entry.
14. Repeat the above steps to add two more recipients.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title | First | Last | Address1 | Address2 | City | State | Zip |
| Ms. | Kendra | Johnson | 902 Chestnut | Apt. 5 | Newtown | CT | 02211 |
| Mr. | Oliver | White | 61 Frederick Street |  | Omaha | NE | 68101 |

1. Click OK.
2. Save the address list as “my addresses” on the desktop (or destination of your choice).
3. Click OK. (At this point Word positions the insertion point in the first cell of the label document, and inserts the <<Next Record>> field in the other cells.
4. Click “**Next: Arrange your labels**.”
5. Click Address block.
6. Verify that the Insert recipient’s name in this format check box is selected and that *Mr. Joshua Randall Jr.* is highlighted in the list.
7. Click to clear the Insert company name check box.
8. Verify that the Insert postal address check box is selected and that the Only include the country/region if different that option button is selected.
9. Verify that the Format address according to the destination country/region chick box is selected.
10. Click OK. Word inserts the <<AddressBlock>> merge block in the first cell.
11. In the Mail Merge task pane, click Update all labels to copy the layout from the first cell to the remaining cells.
12. In the Mail Merge task pane, click “**Next: Preview your labels**”.
13. Word displays the label document with the actual addresses in place of the merge block fields. (note: the text in the label with four lines does not fit within the cell.)
14. In the Mail Merge task pane, click “**Previous: Arrange your labels**”
15. Select the first cell, click the Page Layout tab, and use the Spacing Before increment arrows to set the spacing to 0.
16. \*\*\*\*\* In the Mail Merge task pane, click Update all labels. \*\*\*\*\*
17. In the Mail Merge task pane, click “**Next: Preview your labels**”.
18. In the Mail Merge task pane, click “**Next: Complete the Merge**”.
19. At this point you would be ready to print!