

Mail Merge Exercise

Follow the directions below to create a Mail Merge using Labels. If you don't already have a list of names and addresses saved as a Word table or Excel file, be sure that you complete the Address List Exercise and save the results of that exercise to use as your recipient list for this.

Read through each individual direction before performing it, like you are following recipe instructions. For this exercise you will be using the task pane feature that will appear on the right side of your screen.

Remember that text is entered (typed in) or pasted wherever the insertion point is blinking. Always make sure the insertion point is where you want the text to be entered. To move the location of the insertion point, move the mouse pointer and click.

Remember, too, that there is usually more than one way to do something. If a different way to do it occurs to you, go ahead and try it! If it doesn't work, you can always click on the Undo command on the Quick Access Toolbar. If you can't remember what a command does, move the mouse pointer over it and pause. A ToolTip appears describing the command's function.

In the instructions, the following terms will be used:

Click – a single left mouse click.

Command - a button displayed on a tab on the Ribbon.

Key - on the keyboard.

What is a Mail Merge?

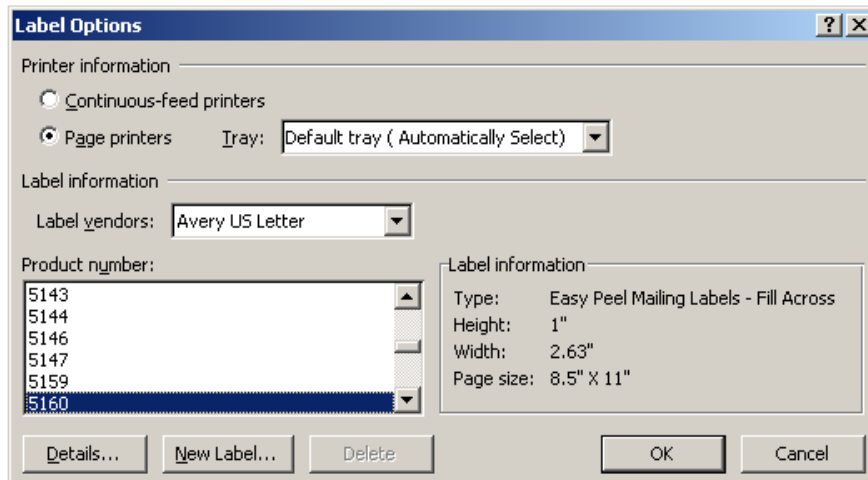
A Mail Merge is Word's way of generating mass mailings. It involves combining a list of name and addresses with something that is to be individually addressed to each person on the list. You can use Mail Merge to create envelopes or address labels, as well as form letters.

Part One: Starting the Mail Merge and Setting up the Document

1. Open the Mail Merge Wizard by clicking on the *Mailings* tab on the *Ribbon*. In the *Start Mail Merge* group, click on the *Start Mail Merge* command. At the bottom of the drop down menu click on *Step by Step Mail Merge Wizard*. Once you have done this, the *Mail Merge* task pane will open on the right side of the screen. You will use this task pane to work through the 6 steps to complete the Mail Merge.
2. The first step is to select the type of document you will be producing. Click in the radio button next to *Labels* and then click on the blue *Next* link at the bottom of the task pane to move to the next step.

➔ [Next: Starting document](#)

3. Because you do not already have labels on the page being used, you will need to change the document layout. Click on the blue *Label options...* link in the middle of the task pane in Step 2.
4. When the *Label Options* dialog box opens, as pictured below, verify that **Avery US Letter** is selected in the *Label vendors:* area.



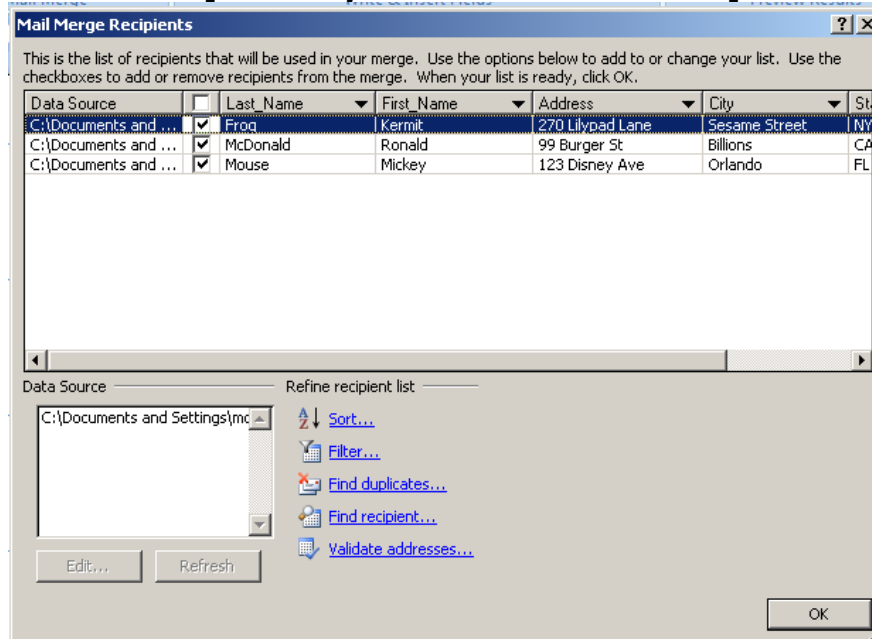
5. Under *Product number:* use the scroll bar to scroll down until **5160** is visible on the menu of choices. Click on **5160** to select that label option and then click on the *OK* button.
6. The appropriate label template should now be added to the page you are using on the left side of the screen. Click on the blue *Next* link at the bottom of the task pane to move to the next step in the *Mail Merge*.

NOTE: As you are going through the Mail Merge, you are also able to return to previous steps to make changes by clicking on the blue *Previous* links at the bottom of the task panes.

Part Two: Adding the Recipient List and Preparing the Labels

1. On the *Mail Merge* task pane, you should be on the *Select Recipients* step. Click in the radio button next to *Use an existing list*.
2. Click on the blue *Browse...* link in the middle of the task pane in Step 3.
3. When the *Select Data Source* dialog box opens, click on the down arrow at the end of the *Look in:* text entry area and select from the drop down menu the location of the previously saved **Address List Exercise** or any other list of names and addresses you have saved as a Word table or Excel spreadsheet.
4. Once the location area has been selected, you should be able to see the name of the file in the center area of the dialog box. Click on the name you used to save the **Address List Exercise**, or the file name of your choice, and click on the *Open* button in the bottom right corner of the dialog box.

- The *Mail Merge Recipients* dialog box will open and you should see the list of the people and addresses previously saved, similar to what is pictured below.



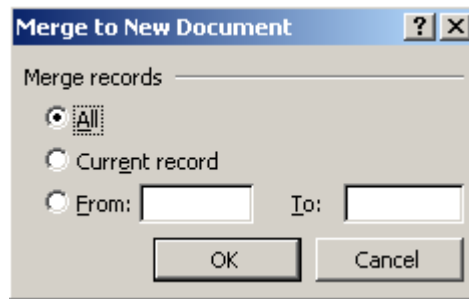
You can remove individuals from being included in the mail merge by clicking in the check box to the left of their name to uncheck the box.

- To accept the list as is, click on the *OK* button and then click on the blue *Next* link at the bottom of the task pane to move to the next step.
- The next step is to decide what to include on the labels, in this case it will be name and address information. Click on the blue *Address block* link in the middle of the task pane in Step 4.
- The *Insert Address Block* dialog box will open. You will accept the default choices for the name and address display, so at this point, just click on the *OK* button.
- To make the address block repeats on every label, you **MUST** click on the *Update all labels* button under the *Replicate labels* heading on the task pane in Step 4.
- Click on the blue *Next* link at the bottom of the task pane to move to the next step.

Part Three: Previewing and Completing the Mail Merge

- On the *Mail Merge* task pane, you should be on *Preview Your Labels* and you should now see a preview of your labels on the page on the left side of the screen. You still have the option to change which people are receiving the mail merge by clicking on the *Edit recipient list...* blue link in the middle of the task pane and unchecking or rechecking the boxes next to each person on the list.
- To continue on to the actual merge, click on the blue *Next* link at the bottom of the task pane.
- There are two options for completing the Mail Merge, having it go straight to the printer or viewing it on the screen. You will want to view them onscreen, so click on the blue *Edit individual labels...* link in the middle of the task pane in Step 6.

- The *Merge to New Document* dialog box will open. Since you want to merge all the records, verify that the radio button next to *All* is selected, as shown below, and click on the *OK* button.



- A new document window will now open containing your merged labels with the names and addresses on them. Keep in mind that this is an active document and can be edited. Labels are basically specially sized tables, so they can be manipulated like tables as well.

Your finished Mail Merge labels should look like this:

+ Kermit Frog 270 Lilypad Lane Sesame Street, NY 09876	Ronald McDonald 99 Burger St Billions, CA 45678	Mickey Mouse 123 Disney Ave Orlando, FL 12345