

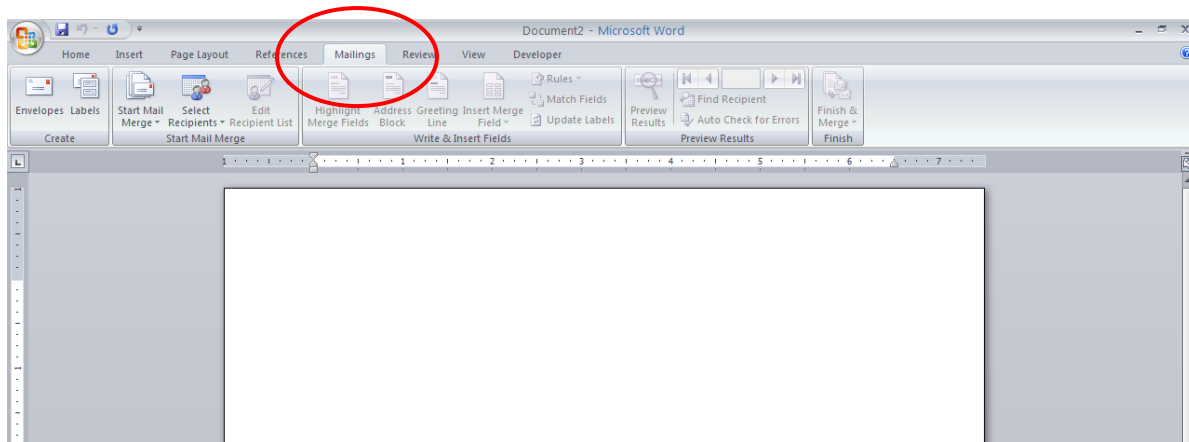
Practical Spreadsheets



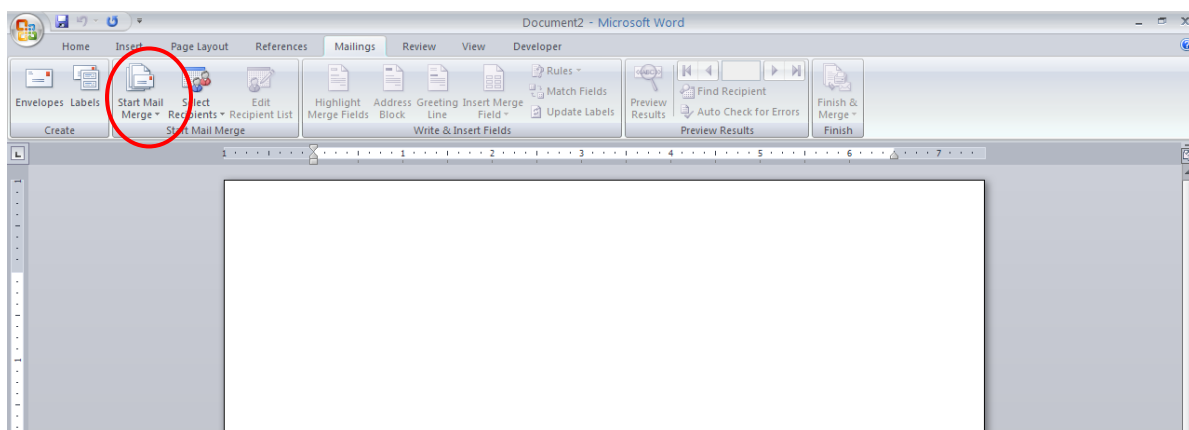
Mailing Labels

This document describes how to create mailing labels in Microsoft Word from a contact list maintained in Excel. These instructions assume you are using Microsoft Word and Excel version 2007. Mailing labels are great for Holiday cards, wedding invitations, and mass mailings.

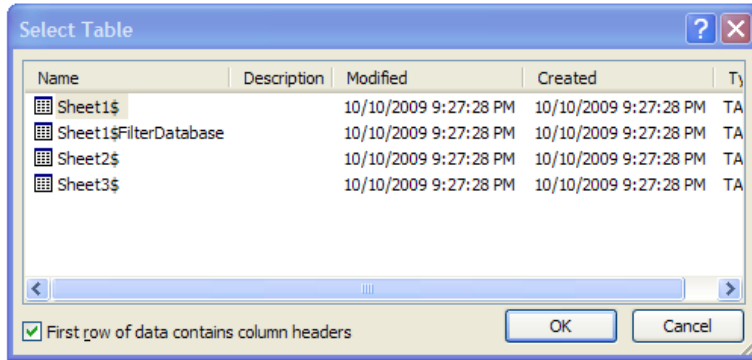
1. Create a contact list in Excel. If you do not already have an Excel contact list, click [here](#) to download the contact list spreadsheet offered by Practical Spreadsheets.
2. Open Microsoft Word, and select the **Mailings** tab from the Ribbon at the top.



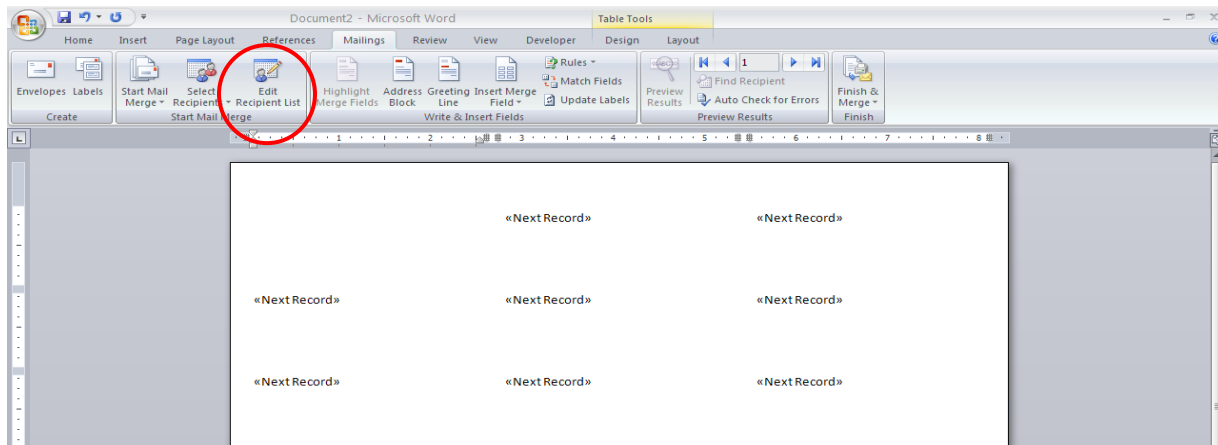
3. Choose the **Start Mail Merge** icon. Then select **Labels** from the drop down list.



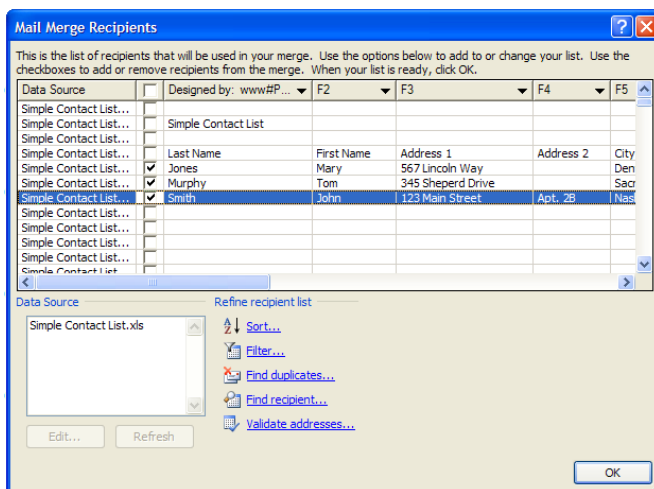
- Select the spreadsheet that contains your contacts. Select **Sheet1\$** if using Practical Spreadsheets' Contact List. Then select **OK**.



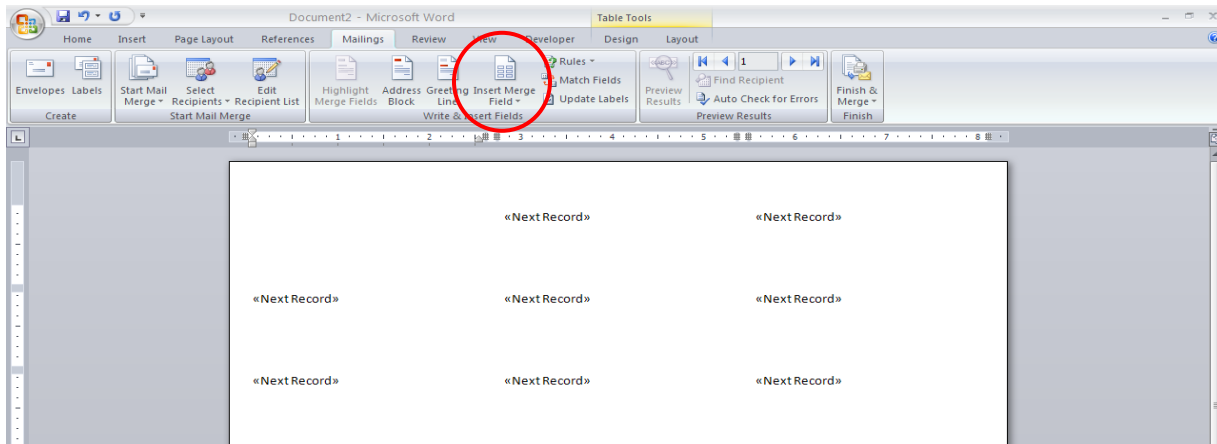
- Choose the **Edit Recipient List** icon.



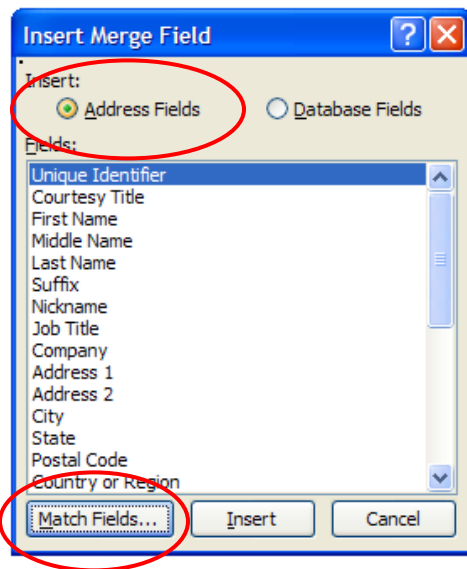
- Select the contacts from your list to create labels for.



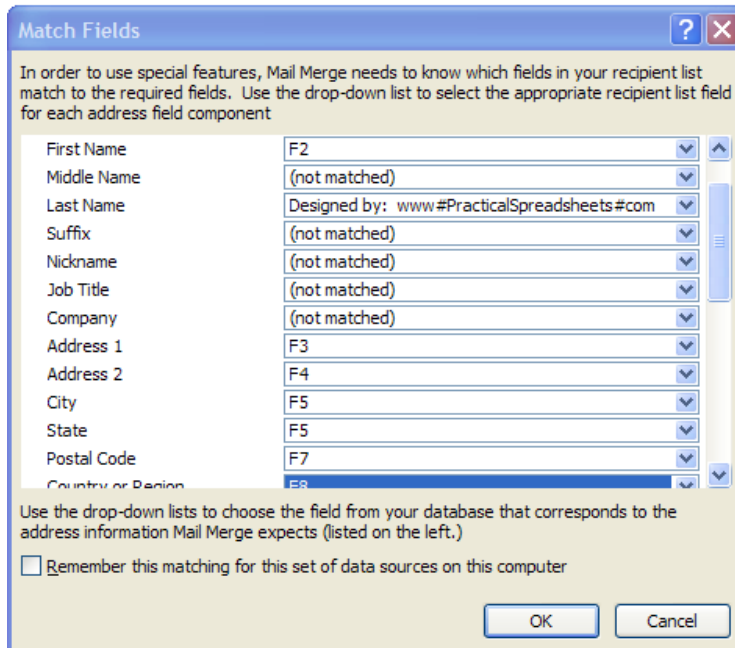
10. Choose the **Insert Merge Field** icon.



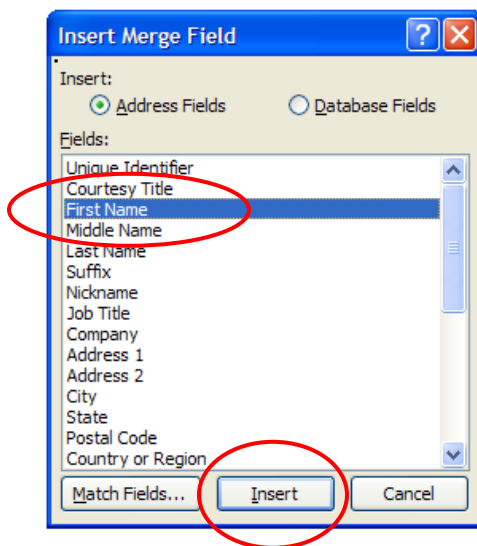
11. Toggle the Insert to **Address Fields**. Then select the **Match Fields** button.



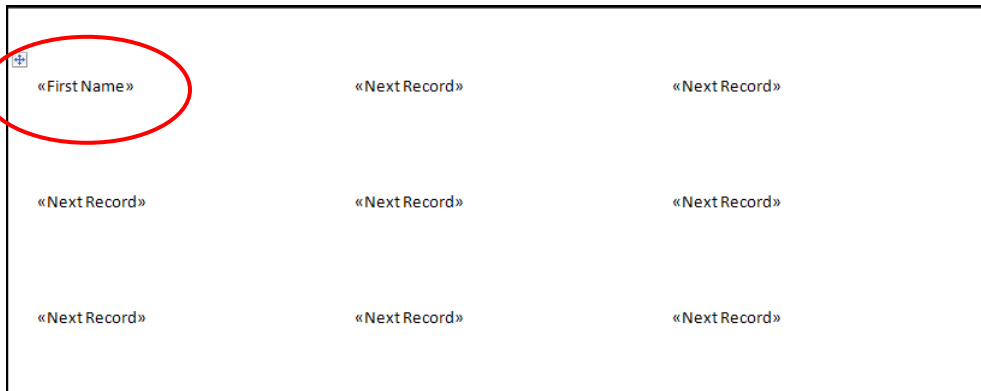
12. Select which columns from your Excel contact list match the appropriate field. If using Practical Spreadsheets' Contact List, use the below assignments. When done, select **OK**.



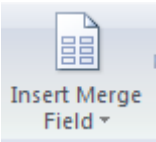
13. Choose **First Name** and then hit **Insert**.

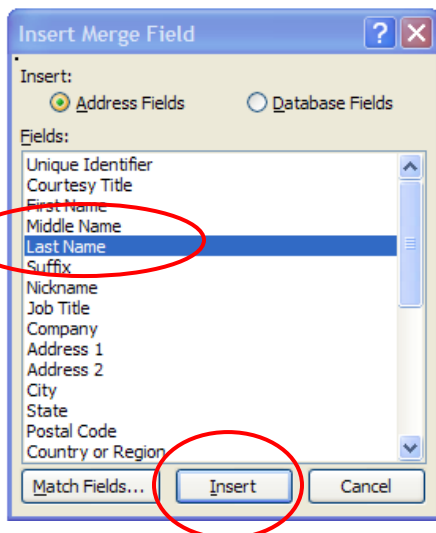


14. **First Name** will appear in the first label on your Word document.

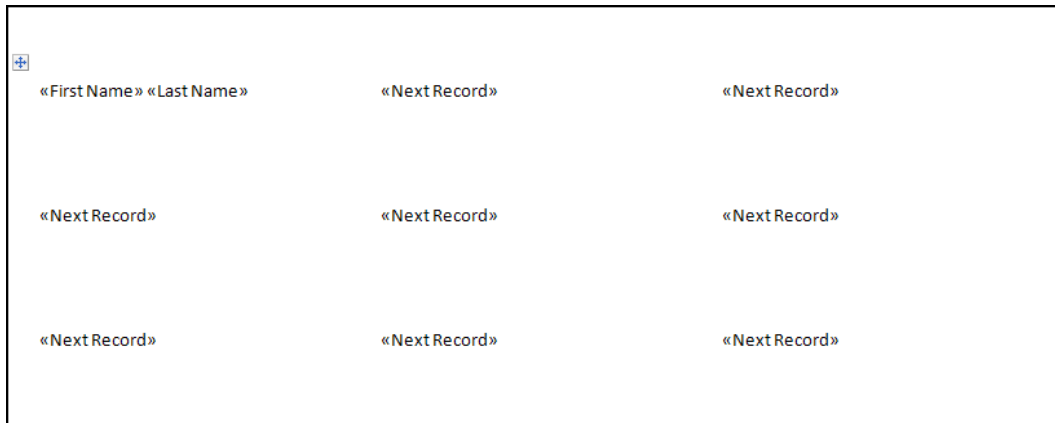


15. Click back on your Word document and enter a space after First Name. Again click on the **Insert Merge**

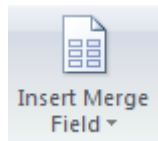
 **Field** icon. This time select **Last Name** and then **Insert**.



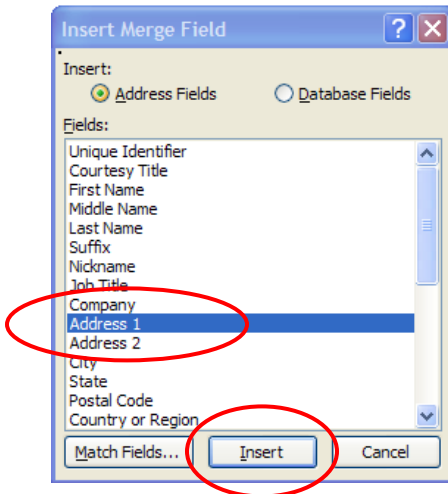
16. Your Word document should now look like the below.



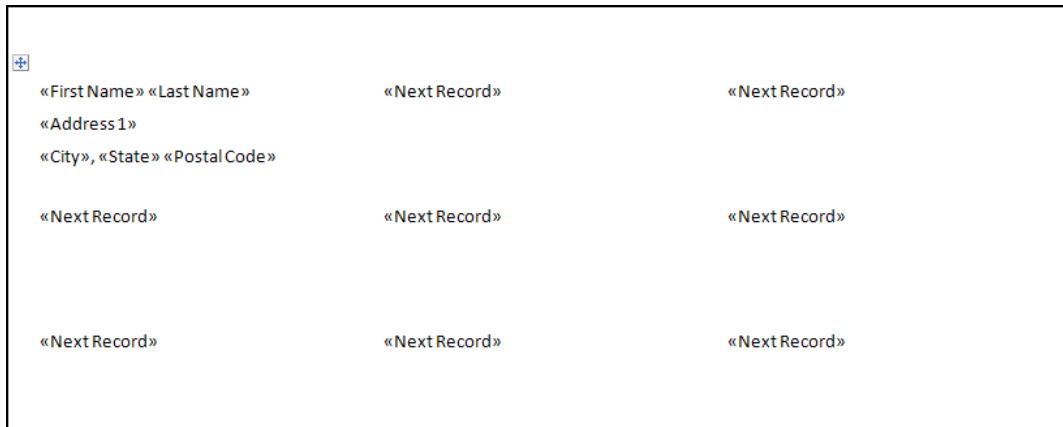
17. Click back on your Word document and place an enter after Last Name to start a new row. Again click



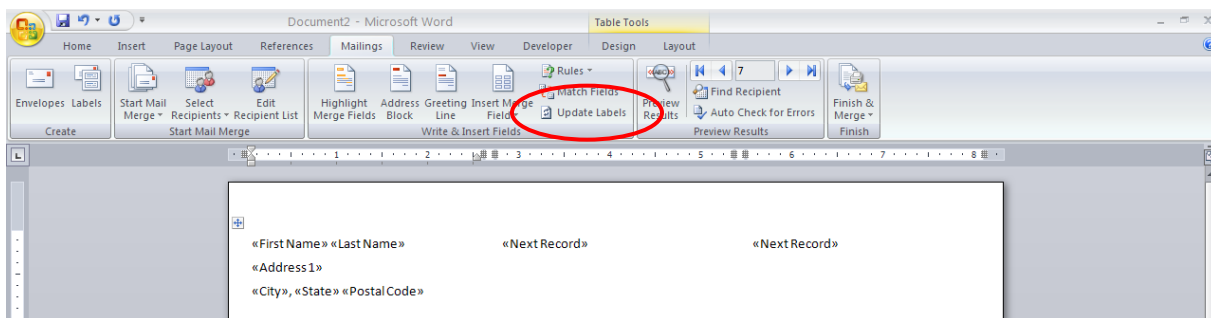
on the **Insert Merge Field** icon. This time select **Address 1** and then **Insert**.



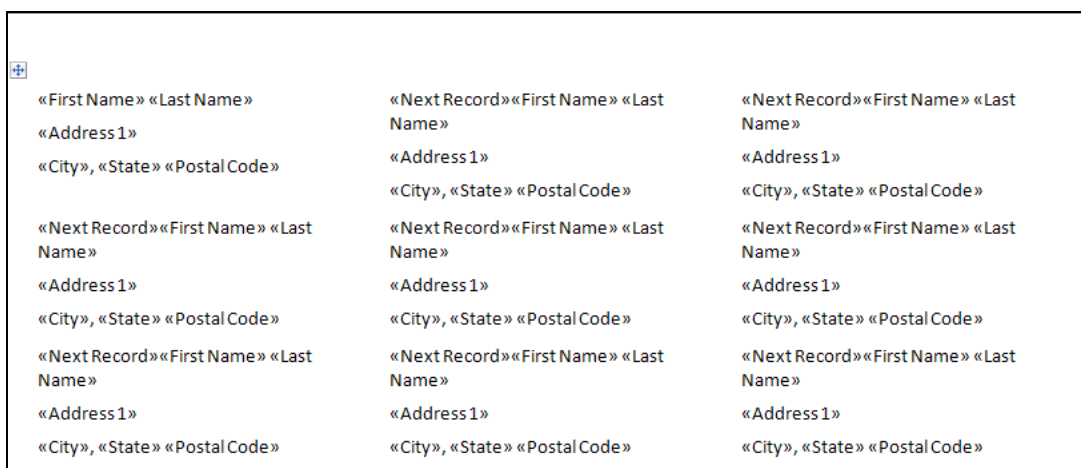
18. Continue adding fields until your Word document looks like the below.



19. Choose the Update Labels icon from the ribbon.

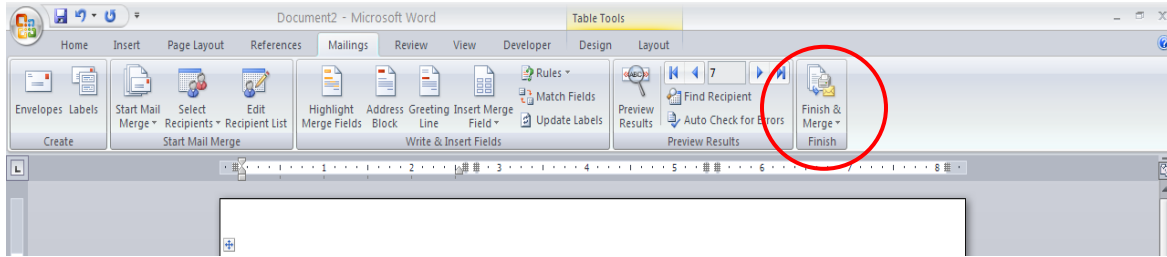


20. Your document should now look like the below.

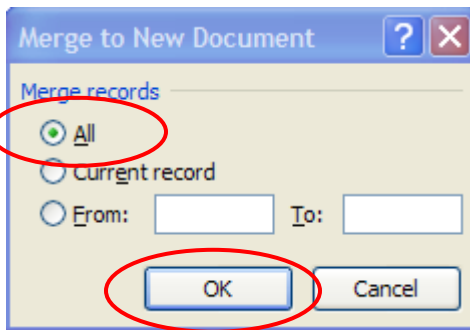


21.

22. Click the **Finish & Merge** icon from the ribbon. Then select **Edit Individual Documents** from the drop down list.



23. Choose **All** and then select **OK**.



24. You should now have a new document with your labels as seen below.



25. Insert your labels into your printer, and print your Word document. You now have official labels created from your Excel contacts!