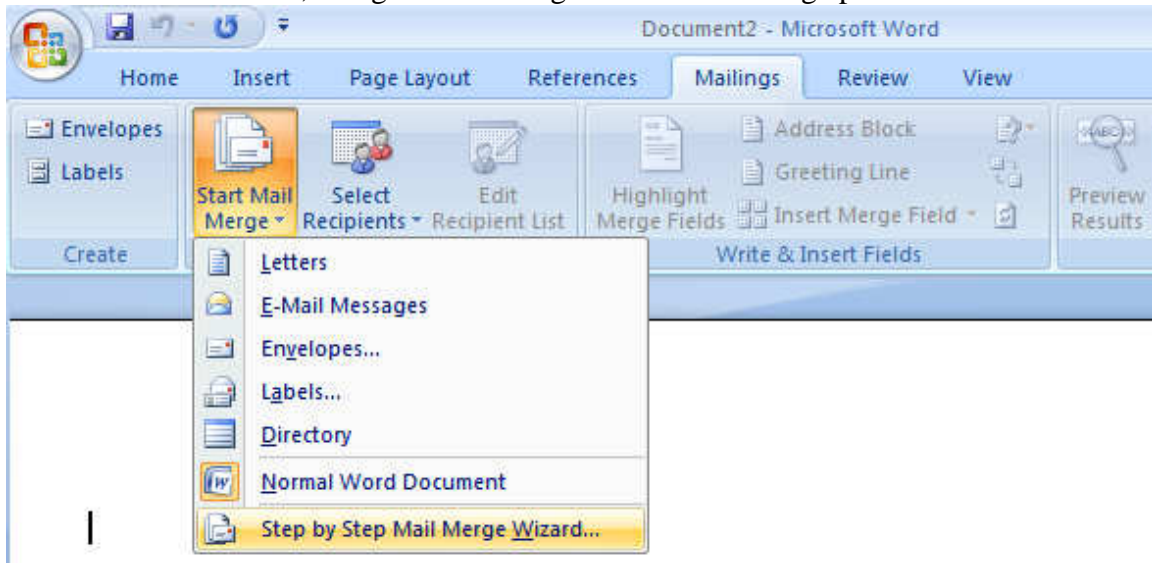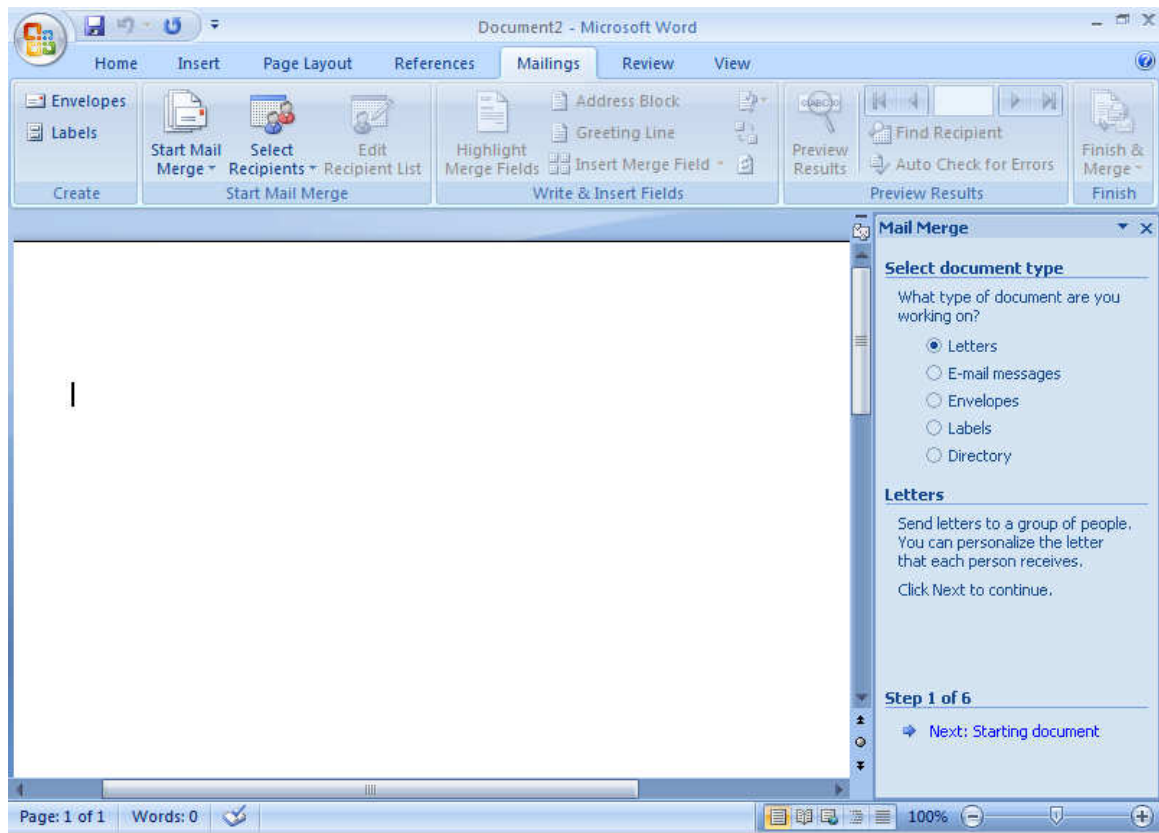**How to print labels using Word 2007**

STEP 1: Your input file MUST be a .TXT file. Save your file somewhere on your PC that you will pull from in STEP 12 below.

STEP 2: Open Word

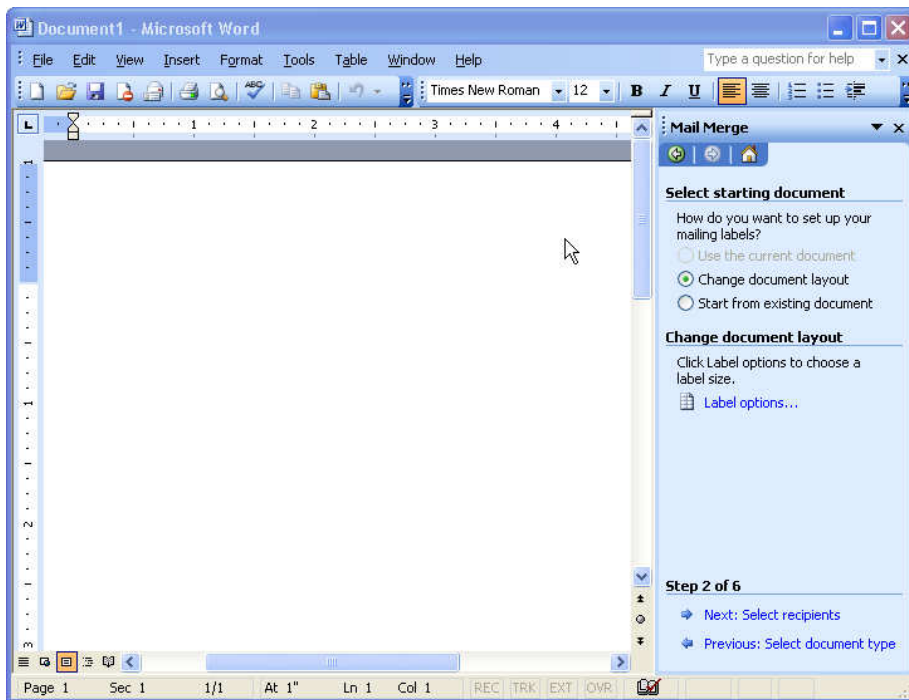STEP 3: On the ribbon, navigate to Mailings and start the merge process as shown below

Your first window should look like the one below:



STEP 4: Under **Select document type,** left-click on the circle next to **Labels**

STEP 5: Under **Step 1 of 6**, left-click on the **Next: Starting document**

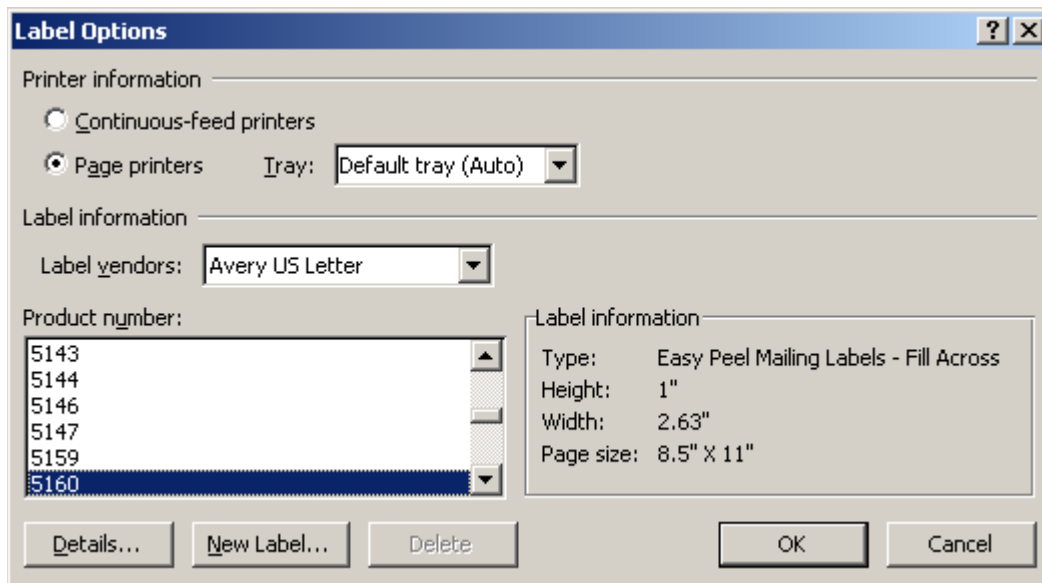Your next window should now look similar to the one below:

STEP 6: Under **Select starting document,** left-click on the circle next to **Change document layout**

STEP 7: Under **Change document layout**, left-click on the **Label options…**

A new window will appear similar to the one below asking what type of labels you want to print on.  The most popular under **Label Products:** is **Avery Standard** and under **Product Number:** is **5160 - Address**

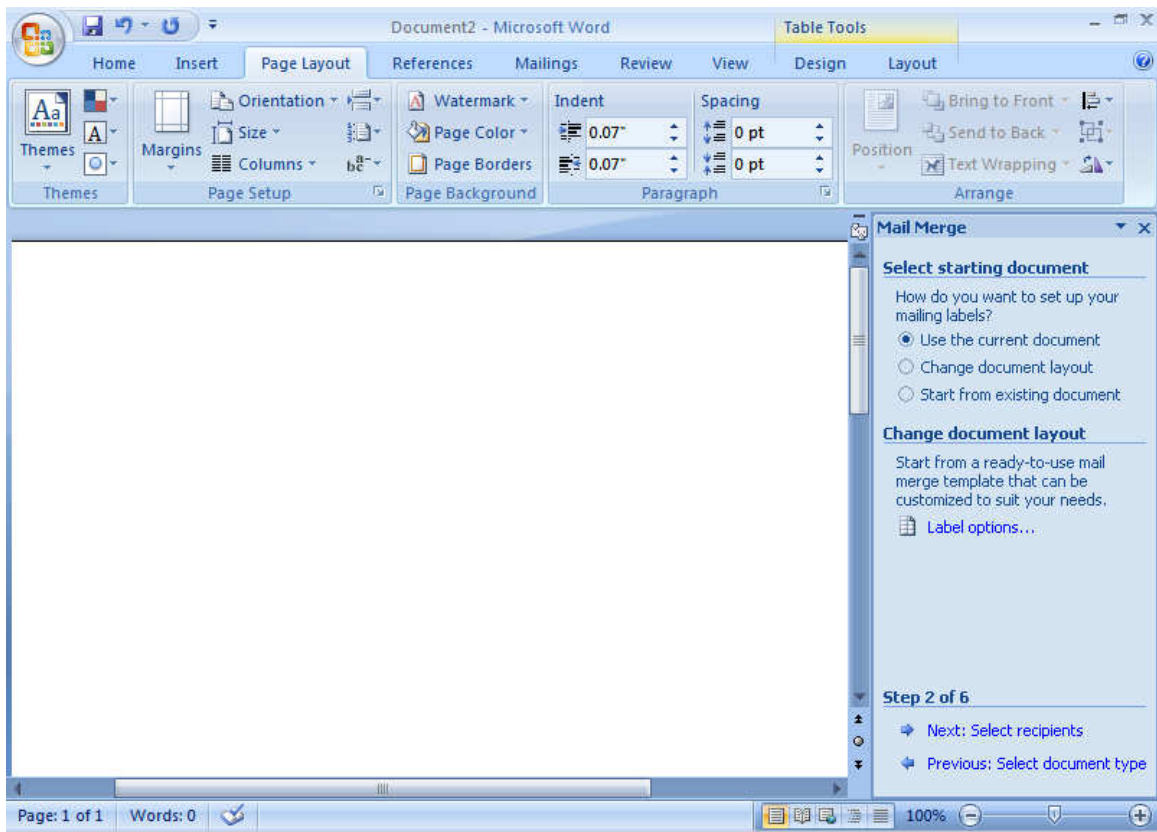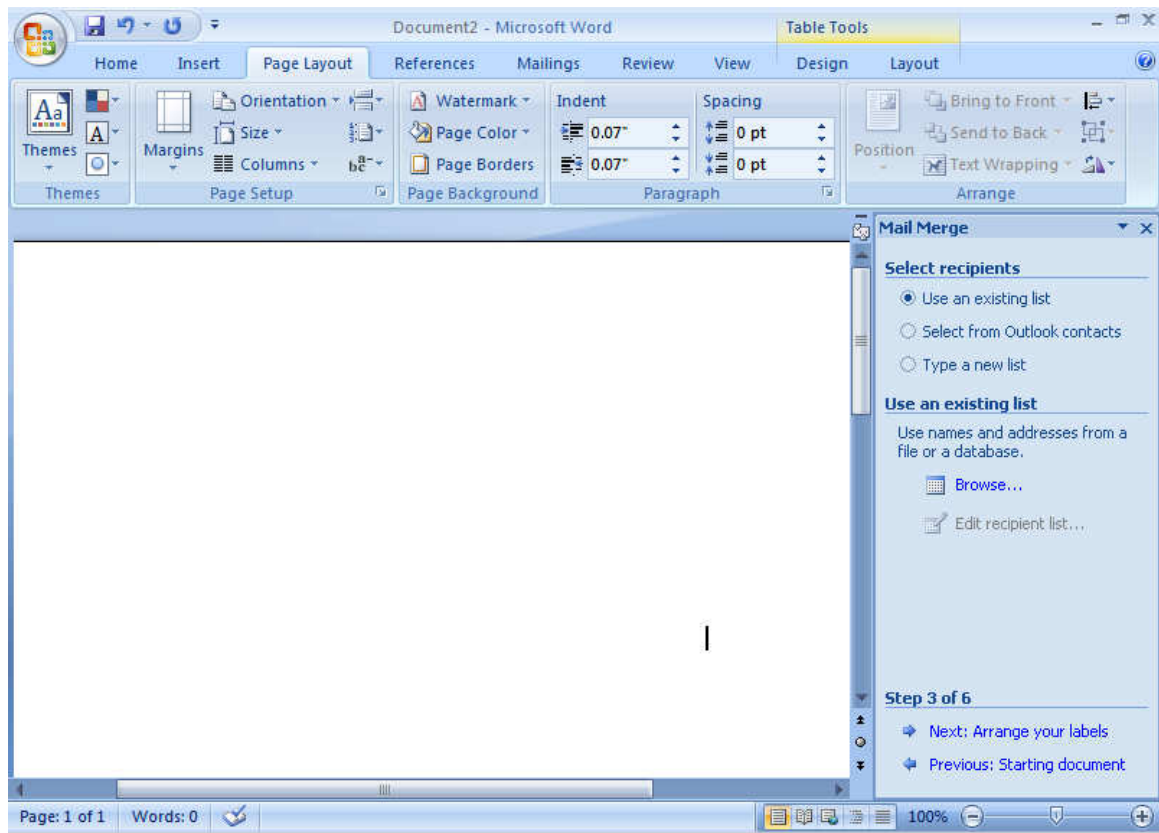Once your choice has been made click on the **OK** button



Your next window should now look similar to the one below:

STEP 8: Under **Select starting document,** left-click on the circle next to
**Use the current document**

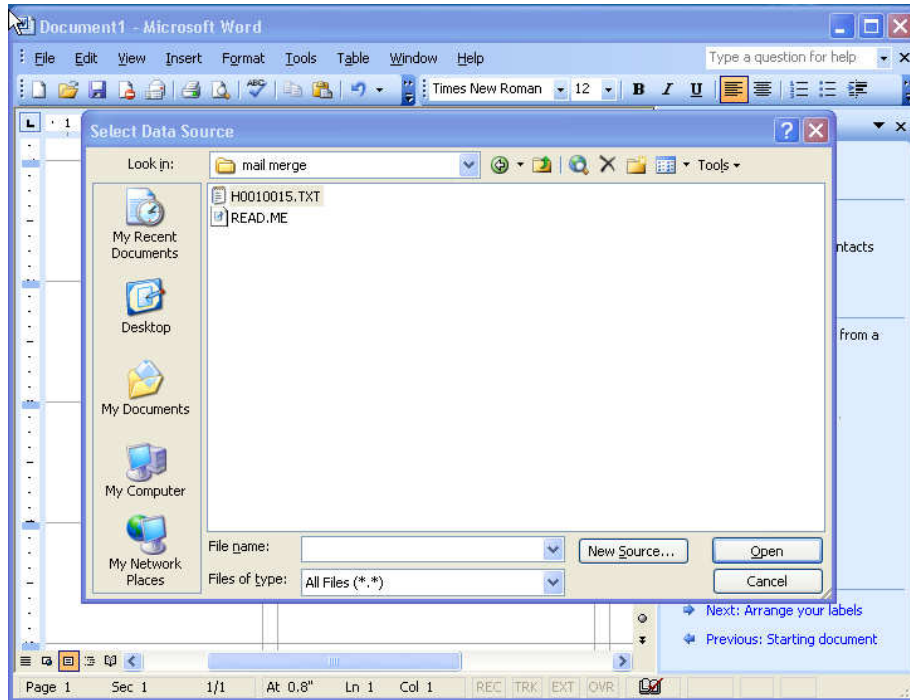STEP 9: Under **Step 2 of 6**, left-click on the **Next: Select recipients**

Your next window should now look similar to the one below:



STEP 10: Under **Select recipients,** left-click on the circle next to
**Use an existing list**

STEP 11: Under **Use an existing list,** left-click on **Browse…**

Your next window should now look similar to the one below:



STEP 12: Locate the file you saved earlier (Note: make sure that the **Files of type:** is set to **All Files (*,*).** Once found highlight the desired file and left-click the **Open** button.

A **Mail Merge Recipients** window will appear similar to the one below, make sure all desired recipients are checked, and left-click the **OK** button.

| Data Source | ☐ | Jarrod_P_Waguespack ▼ | M_1205_Haring_Rd ▼ | Metairie_LA_7000131... ▼ | JI ▲ |
|---|---|---|---|---|---|
| \\SQL1\Users\prod... | ☑ | Robert C Vanvrancken | 1500 Houma Blvd | Metairie, LA 70001-3518 | JI |
| \\SQL1\Users\prod... | ☑ | Paul J Daunoy | 204 Harang Ave | Metairie, LA 70001-4504 | JI |
| \\SQL1\Users\prod... | ☑ | Frederick C Helwig III | 4400 Windsor St | Metairie, LA 70001-2428 | JI |
| \\SQL1\Users\prod... | ☑ | Melissa W Calico | 4417 Sturgis St | Metairie, LA 70001-3407 | JI |
| \\SQL1\Users\prod... | ☑ | Ashley E Favalora | 4823 Condor St | Metairie, LA 70001-4411 | JI |
| \\SQL1\Users\prod... | ☑ | Dale B Schoenhardt | 508 Severn Ave | Metairie, LA 70001-5147 | JI |
| \\SQL1\Users\prod... | ☑ | Donna D Arbelle | 2728 Whitney Pl #115 | Metairie, LA 70002-8202 | JI |
| \\SQL1\Users\prod... | ☑ | Troy J Chatelain | 3401 Lake Villa Dr | Metairie, LA 70002-4325 | JI |
| \\SQL1\Users\prod... | ☑ | Albert R Bland | 4112 Kawanee Ave | Metairie, LA 70002-3056 | JI |
| \\SQL1\Users\prod... | ☑ | Ryan J Nicolini | 716 Beverly Garden Dr | Metairie, LA 70002-6304 | JI |
| \\SQL1\Users\prod... | ☑ | Susanne Straif-Bourgeois | 1005 Francis Ave | Metairie, LA 70003-4746 | JI |
| \\SQL1\Users\prod... | ☑ | Joseph H Davis | 4505 Craig Ave | Metairie, LA 70003 | JI ▼ |

**Mail Merge Recipients**

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

**Data Source**

\\SQL1\Users\proda\Desktop\A

Edit...    Refresh

**Refine recipient list**

- Sort...
- Filter...
- Find duplicates...
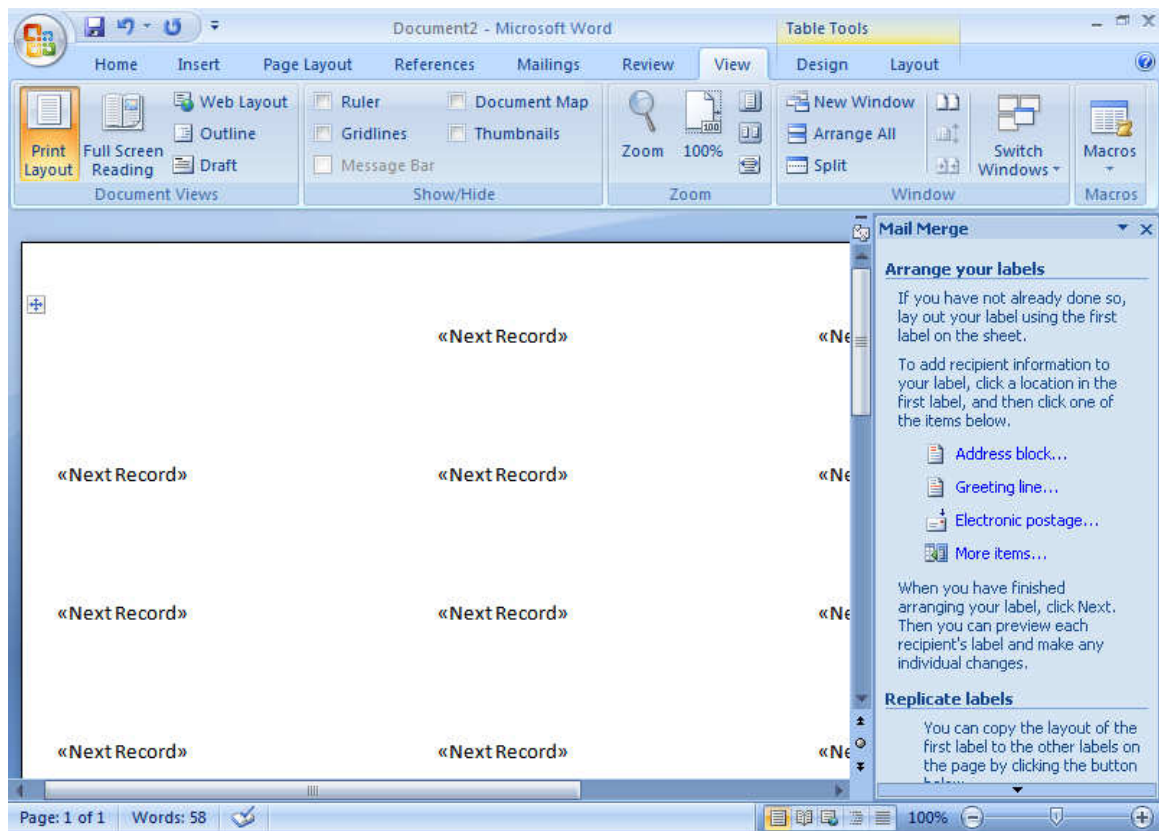- Find recipient...
- Validate addresses...

OK

Your next window should now look similar to the one below:
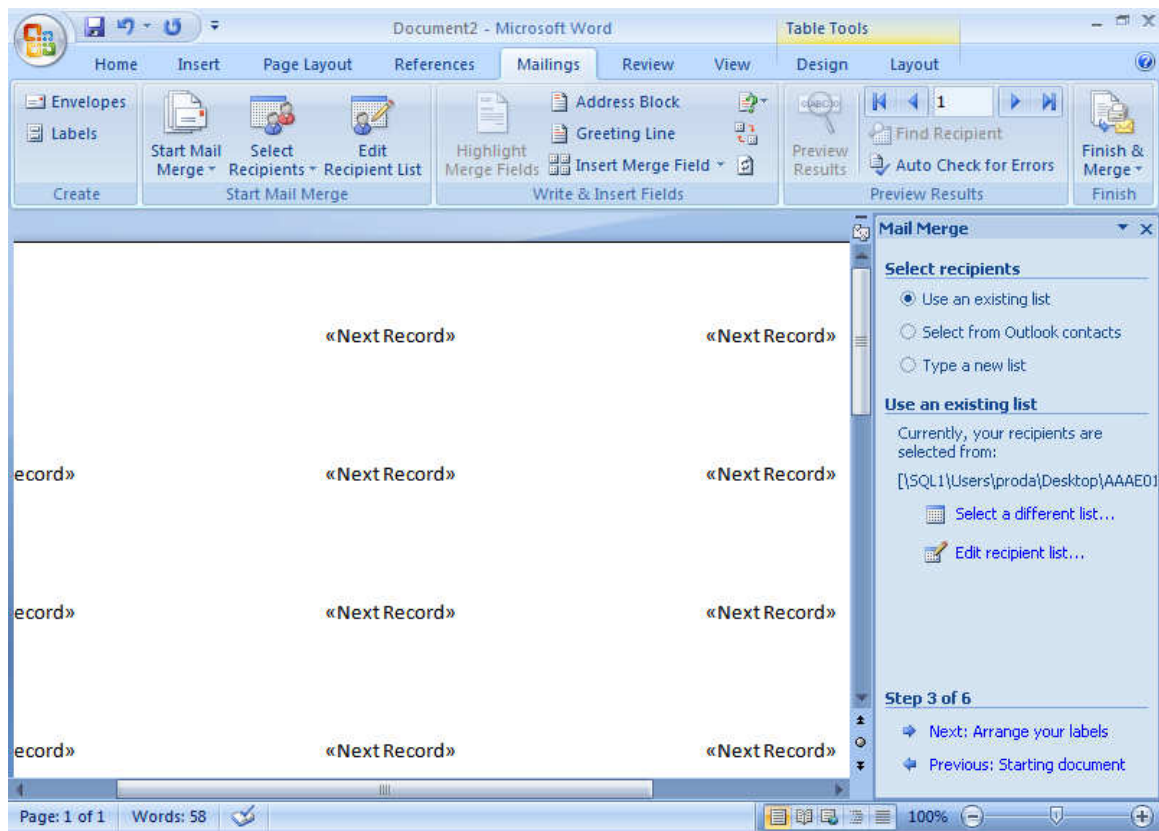


STEP 13: Under **Step 3 of 6,** left-click on the **Next: Arrange your labels**
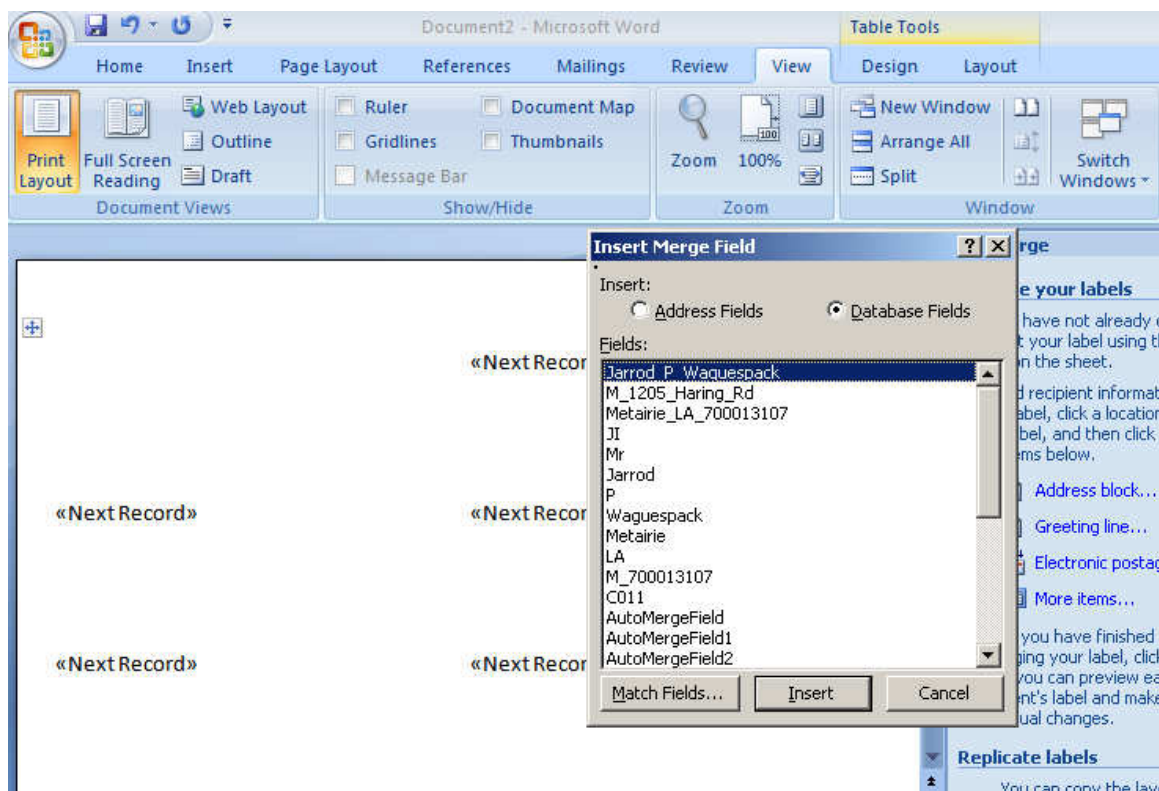
Your next window should now look similar to the one below:



The cursor should be in the top left box.

STEP 14: Under **Arrange your labels,** left-click on **More items…** to select the appropriate information for the label.

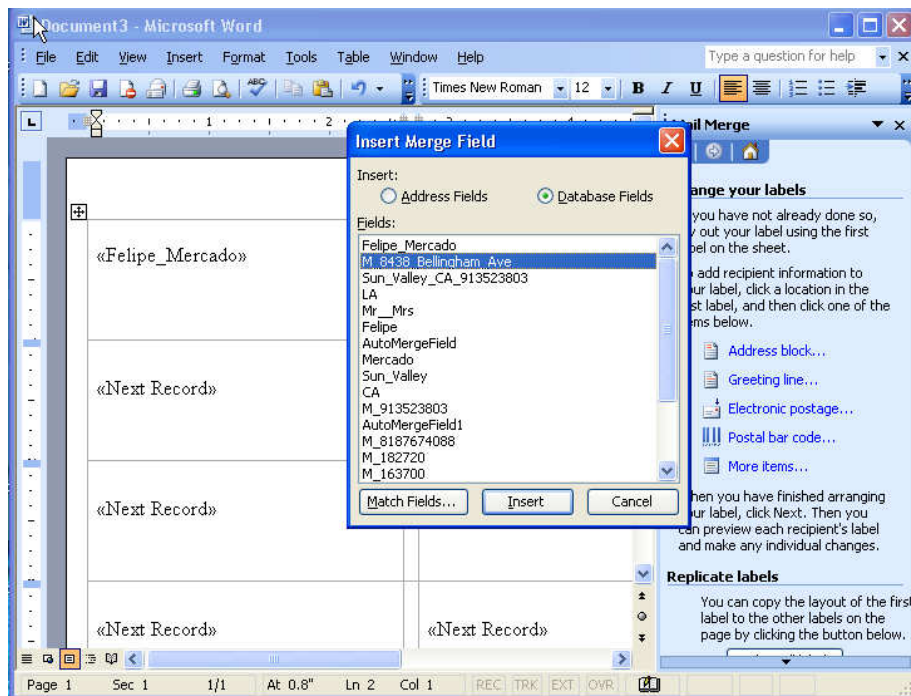An **Insert Merge Field** window will appear similar to the one below, with a list of possible fields.



STEP15: Highlight the name of the recipient then left-click the <u>**Insert**</u> button and then left-click the **Close** button to close the **Insert Merge Field** window.

The name of the recipient will be located on in the first box in the upper left hand corner.

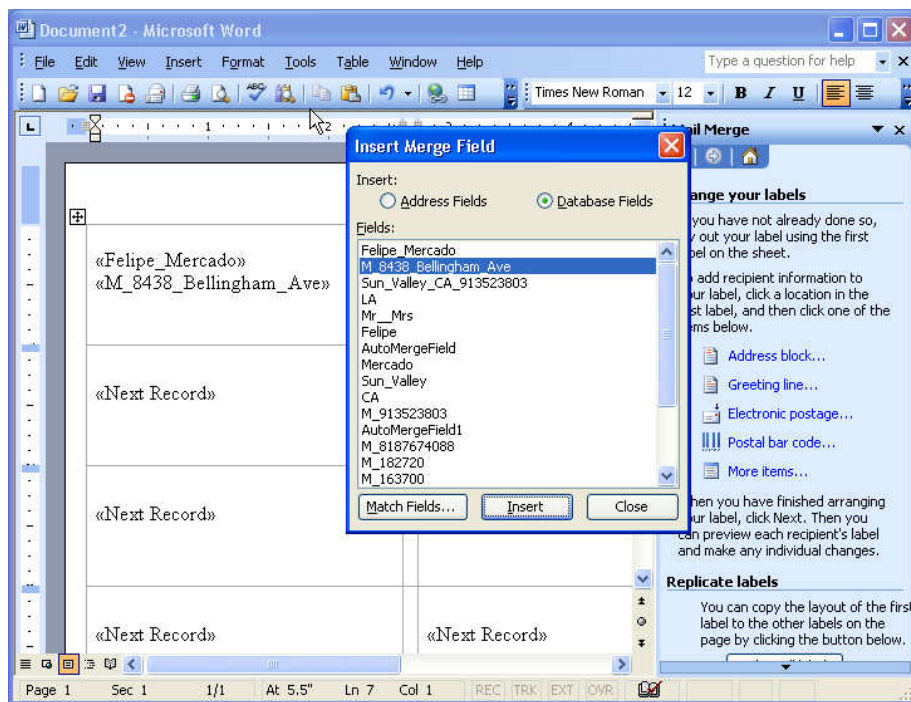Push the **Enter** key to go down one line then left-click **More items…** again.

Your next window should now look similar to the one below:



STEP 16: Highlight the recipient's address then left-click the **Insert** button and then left-click the **Close** button to close the **Insert Merge Field** window.

The recipient's will be appear under the recipient's name.

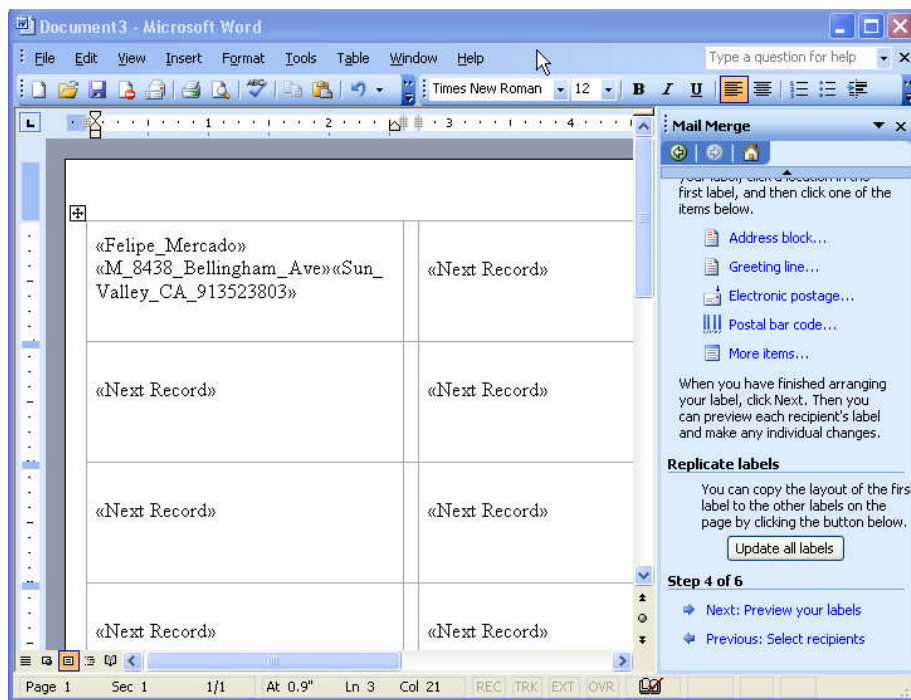Your next window should now look similar to the one below:



STEP 17: Push the **Enter** key to go down one line then left-click **More items…** again.

Highlight the City, State, Zip field then left-click the **Insert** button and then left-click the **Close** button to close the **Insert Merge Field** window.

The City, State, Zip will now appear under the recipient's address
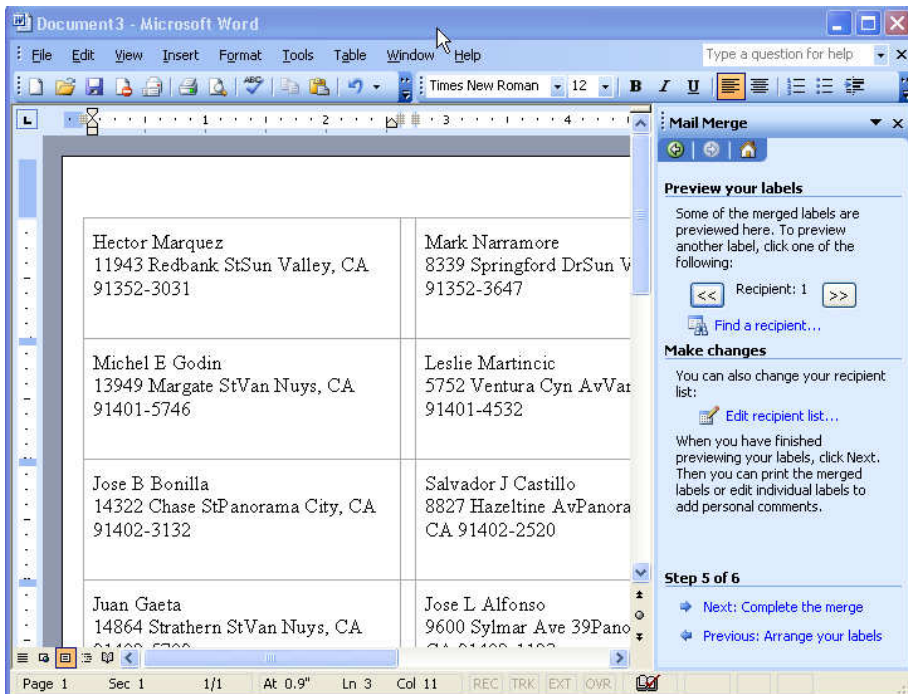
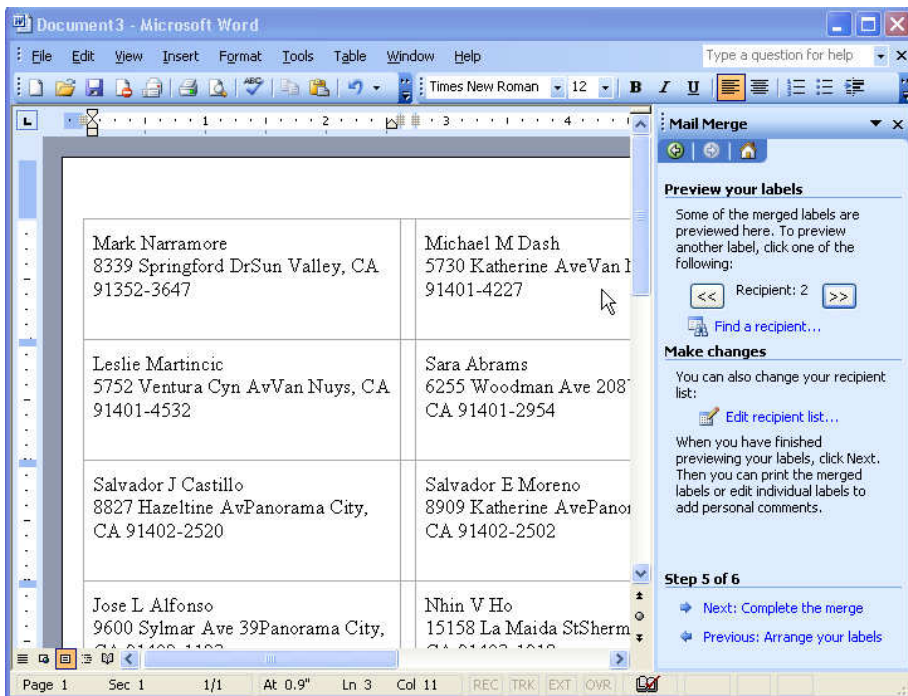Your next window should now look similar to the one below:



STEP 18: Under **Replicate Labels,** left-click on the **Update all labels** button.
Your next window should now look similar to the one below:
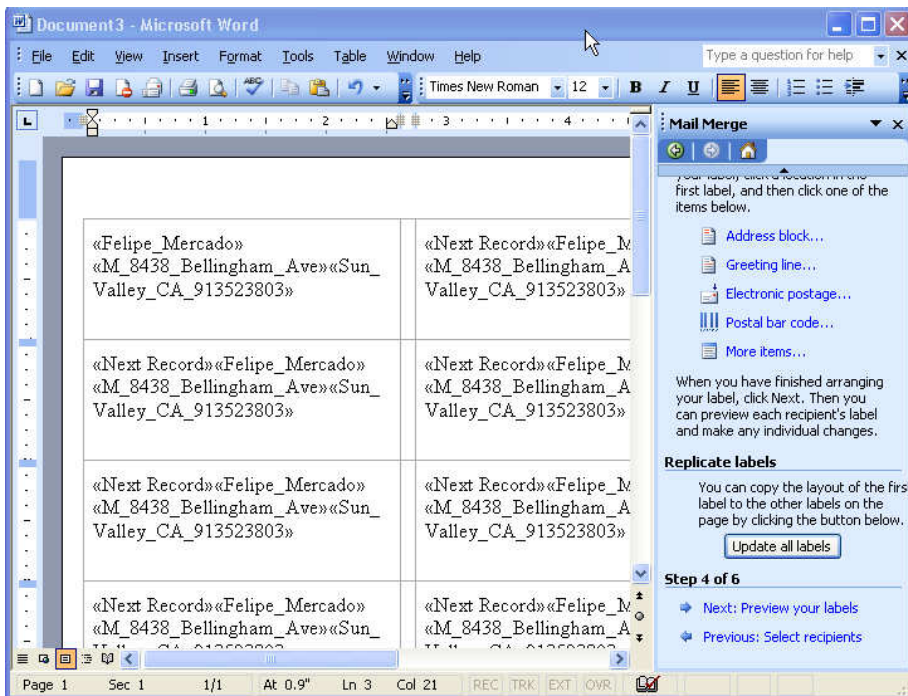
STEP 19: Under **Step 4 of 6,** left-click on the **Next: Preview your labels**
Your next window should now look similar to the one below:
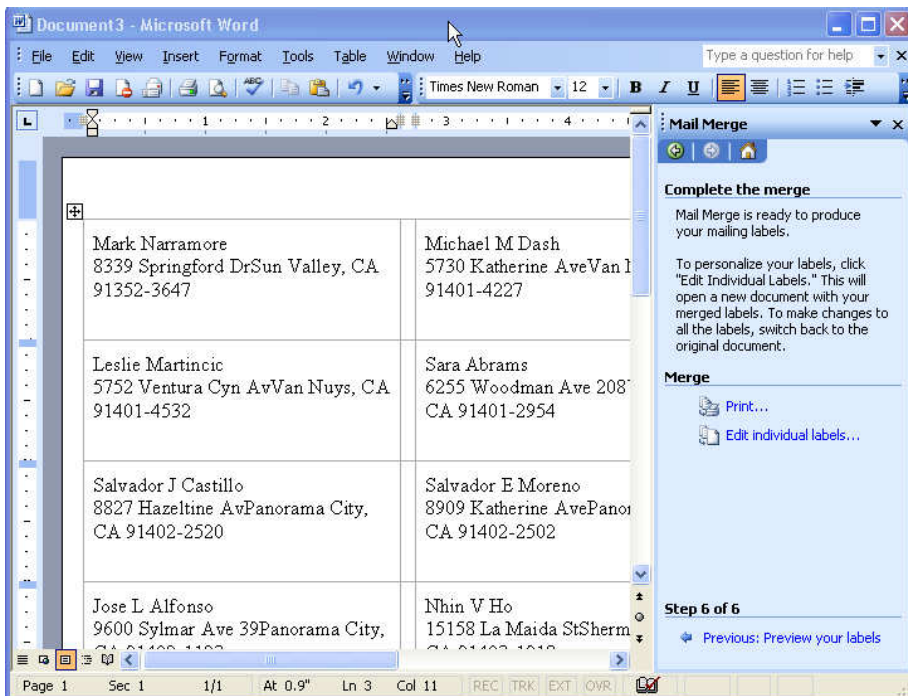


If you wish to preview other label pages just left-click the << or >> buttons to view other pages.

STEP 20: When finished previewing Under **Step 5 of 6,** left-click on the
**Next: Complete the merge**

Your final window should look similar to the one below.



STEP 21: Under **Merge,** left-click on **Print...** to print the labels.

If you wish to review previous steps in the process left-click **Previous: Preview your labels** under **Step 6 of 6**.