

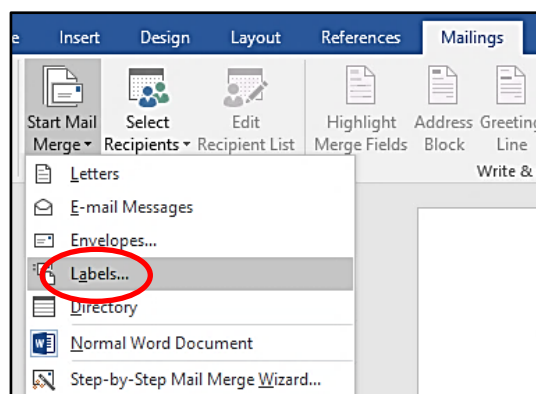
Help Guide 6

How to mail merge data onto labels using Word

1. Your data needs to be in a Word table with column headings.

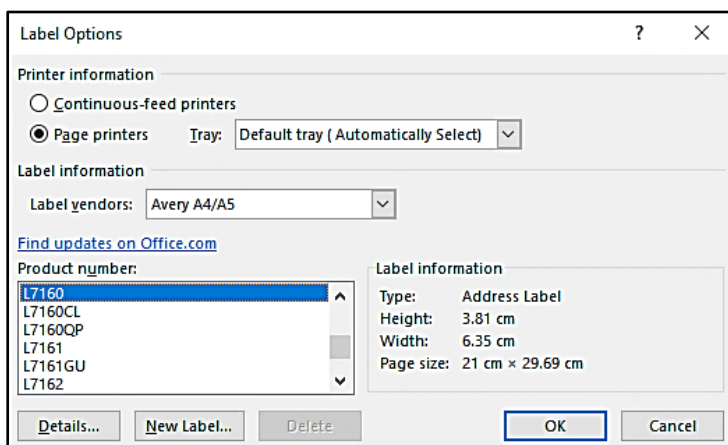
* This example uses the list of DVDs by number.

DVD NUMBER	TITLE	SUBJECT AREA
1	Dance theatre of Harlem	Dance
2	Laban Centre	Dance
3	Richter: the Enigma= L'Insoumis= Der Unbeugsame	Music
4	Coppelia	Dance
5	Thirty two films about Glenn Gould	Music
6	Alvin Ailey	Dance
7	Glorious (Eddie Izzard)	Drama
8	Total English: elementary	ESOL



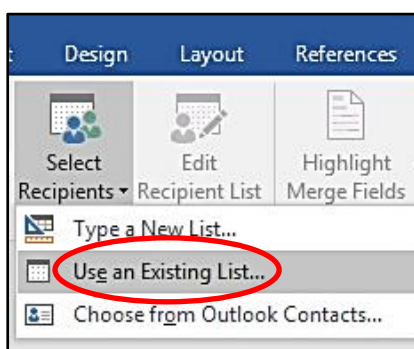
2. Go to the Mailings tab in the menu, select the icon for **Start Mail Merge** and choose **Labels**.

3. In the **Label Options** dialog box, under **Label Information**, choose your label supplier in the **Label vendors** list.

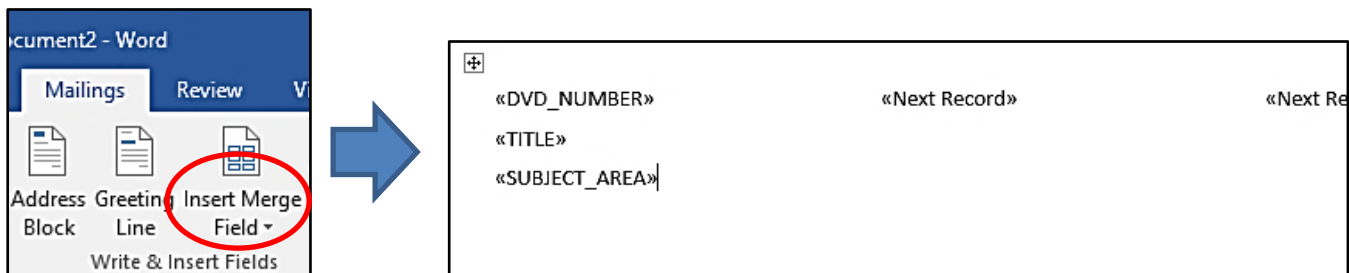


In the Product number list, choose the number that matches the product number on your package of labels, and then click **OK**.

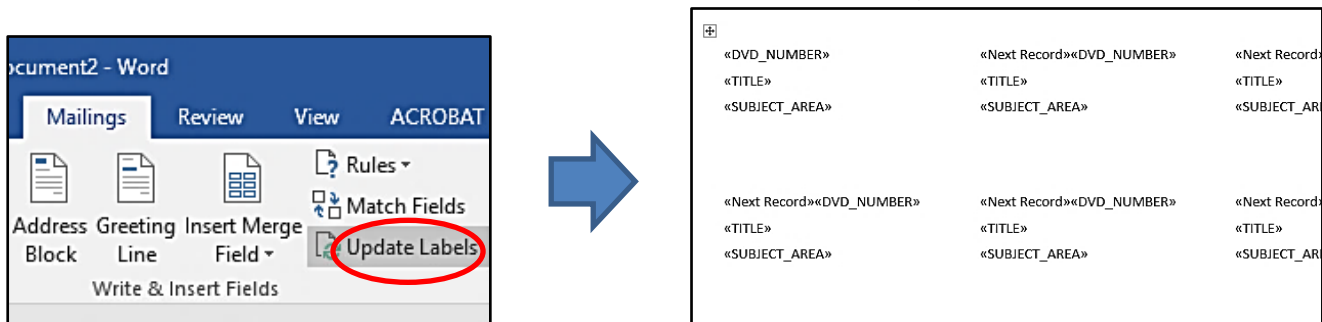
4. Go to the **Select Recipients** icon and choose **Use Existing List**. This example will be the DVDs by number file.



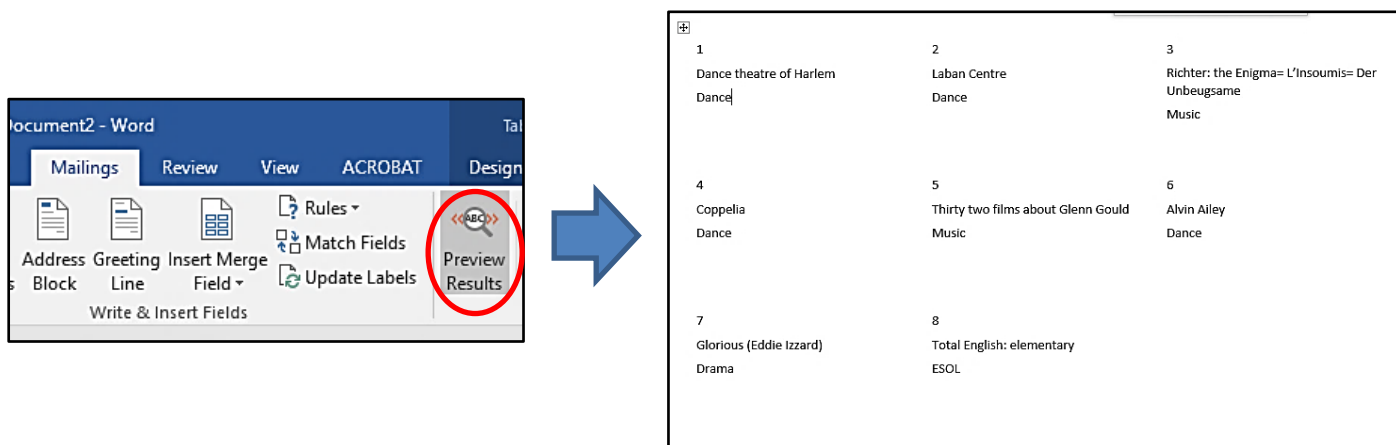
- Go to the icon **Insert Merge Field**. Insert each field in the **FIRST CELL** in the order you wish to print them- you can add lines in between. With this file begin with **DVD** then a space.



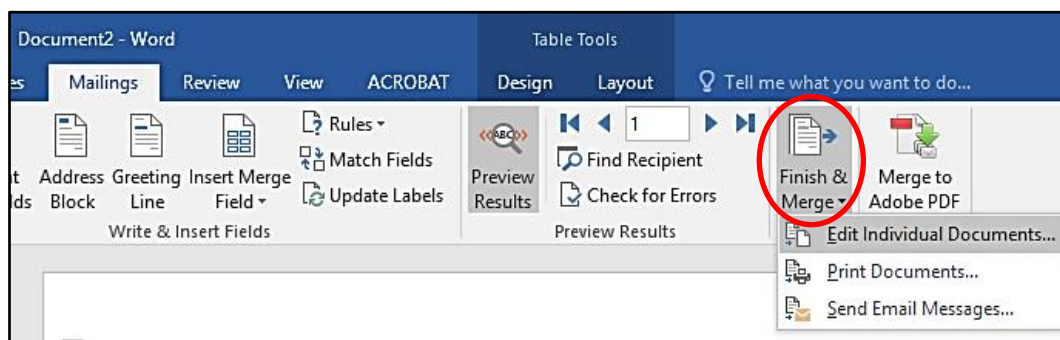
- Click on **Update labels** and the fields will populate the whole page.



- Next, **Preview Results**. This gives the first page of the merge document.



- If you are happy with the results, then complete the merge by selecting the **Finish and Merge** icon and choose **Edit individual documents**. This gives you the chance to adjust the spacing, change fonts etc.



- Choose **Finish & Merge > Print Documents**.