

# **LABELS – Return address**

- Open Word – (2003)
- Go to **Tools** on the menu bar
- Go down to **Letters and Mailings** - Go across to **Mail Merge**
- Mail Merge task pane shows
- **Select Document Type** – click on **Labels**
- Go to bottom of task pane and click on **Next: Starting Document**
- Click on **Change document layout**
- Go down to **Label Options** and click to open - **Label Option** window opens
- Choose a label size that suits by checking in **Label Products** for the type of label you have – (Avery A4/A5)
- Then scrolling down the **Product Number** find J8651 from Officeworks – click **OK**
- Labels appear
  - ❖ If your label is not listed go back to **Label Products** and scroll down to **Other/Custom**
  - ❖ Click on **New Label** and name the label
  - ❖ Go down to **Page size** and adjust
  - ❖ Enter the size of your label into all the fields and set the rows and columns
  - ❖ Double check that the **label information** is correct and press **OK**
- Go down to bottom of task pane and click on **Next: Select recipients**
- **Select recipients** is now at the top of task pane
- Click on **Type a new list** and on **Create - New Address List** window opens
- Click on **Customise** and the **Customise Address List** window opens
- Use the **Move Up** or **Move down** buttons to change the order of the name and address lines to suit you. Click on **OK**
- **New Address List** Window opens
- Enter your details into the cells and click on **Close**, or you can continue adding more names here.
- **Save Address List Window** opens to save your list. Find a file and click on **Save**
- **Mail Merge Recipients** window opens.
- Slide columns along to suit then click on **OK**
- Go down task pane and click on **Next: Arrange your labels**
- Click on **More Items**
- **Insert Merge Field** window opens
- Insert each line you need into first cell then click on **Close**
- Click on first label to format it – adjusting the lines to suit
- Go to task pane - Next click on **Update all Labels**
- Click on **Next: Preview your labels**
- Format the first label with a couple of spaces at the beginning of each line and in between each field – this stops the name been cramped into the corner
  - a. Space space (first name) space space (surname)
  - b. Space space (address – 1)
  - c. Space space (city)
  - d. Space space (state) space space space (postcode)
- Go down task pane to **Next: Complete Merge**
- **Copy** first cell to whole page – right click and paste
- **Save**
- **Print**

# ADDRESS LABELS

- Open an Excel document - Set up five headings at the top of the page
  1. First name
  2. Surname
  3. Address line – 1
  4. City
  5. State
  6. Post code
- Enter list of names into these fields - Adjust column widths -Save this document
- Open a **Word** document
- Adjust the **Page set** up if necessary
- Cut and paste the saved excel list into **Word**
- Save this document – so it is easy to find again
- Open a new **Word** document (2003)
- Go to **Tools** on the menu bar - Go down to **Letters and Mailings**
- Go across to **Mail Merge** - The Mail Merge task pane shows
- Select **Document Type** and click on **Labels**
- Go to bottom of task pane and click on **Next: Starting Document**
- Go up to **Change document layout**
- Go to **Label Options** and open
- Check in **Label Products** for the type of label you have
- Then scroll down to **Product Number**
- If you label is not listed go back to **Label Products** and scroll down to **Other/Custom**
- Click on **New Label** and name the label
- Go down to **Page Size** and adjust
- Enter the size of your label into ALL fields and set the rows and columns
- Double check that the **label information** is correct and then press **OK**
- Go down to **Next: Select recipients**
- **Select recipients** is now at the top of the task pane
- Click on use **Existing List**
- Click on **Browse** - Find your saved word file and click on it - Click **OK**
- Click **Next: Arrange your Labels**
- Click on **More Items** option
- Insert the fields by clicking on each individually (add more here)
- Click on **Close**
- Format the first label by putting two spaces before the beginning of each line and in between each field and moving down the first line one space
  - Space space (first name) space space (surname)
  - Space space (address line -1)
  - Space space (city) space space
  - Space space (state) space space space (postcode)
- Click on **Update all Labels**
- Click on **Next: Preview you labels**
- Click on **Next: Complete merge**
- Click on **Edit individual labels** after it has merged you can change it
- **Save** the merged file