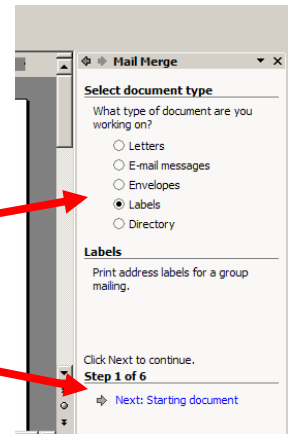


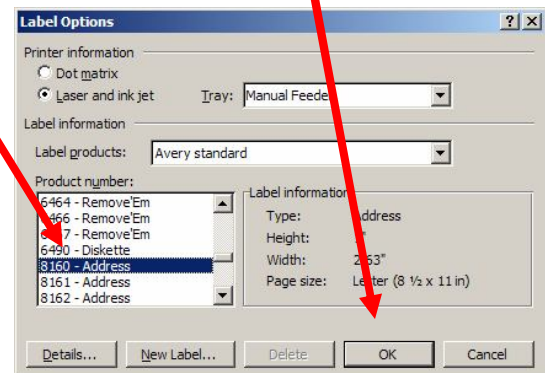
## Mail Merge Address Labels – Word 2002

1. Make changes to and save your data file (Excel, Works Spreadsheet, or Database).
2. Open Word. Click on Tools menu > Letters and Mailings > Mail Merge Wizard.

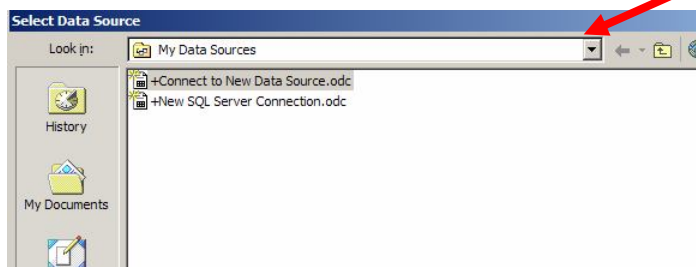


3. Select Document Type (Labels), and click “Next: Starting document”.

4. Click “Label Options”, select the label style (ie: Avery #8160), click “OK”.

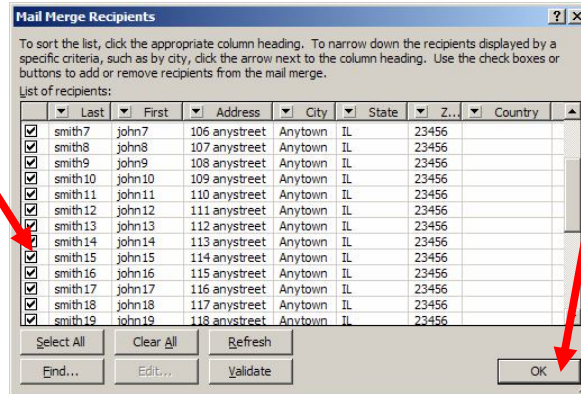


5. Click “Next: Select recipients”.
6. Under Select recipients, choose “Use an exiting list” and click “Browse”.
7. In “Select Data Source”, change the “Look in” to browse to the location of the data file (ie: “My Documents”).



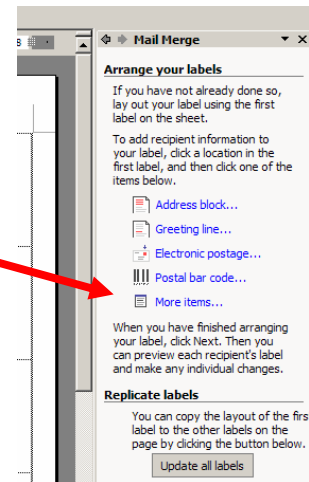
8. Click to highlight your data file, and click “Open”.
- 9.

9. Make sure check marks are in front of all the recipients you want and click “OK”

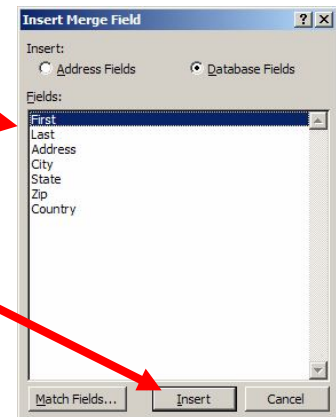


10. Click “Next: Arrange your labels”.

11. Click “More items”

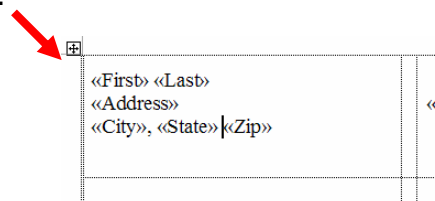


12. Insert each field in order (ie: First, Last, Address, etc.).



13. Close the “Insert Merge Field” window when done.

14. Format the first label (ie: put a space between first and last names, hit return after both last name and address, put a comma and space between city and state, and a space between state and zip, etc.).



15. Click the "Update all labels" button, and then click "[Next: Preview your labels](#)".
16. If they look right, click "[Next: Complete the merge](#)"(note: only the first page of labels will show).
17. Click "[Print](#)" in the wizard to print all pages. To save, click on "Save As" under the File menu.