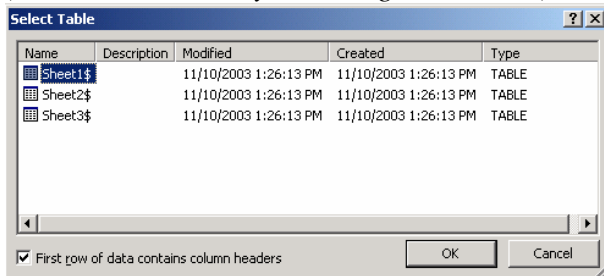

Quick Steps for Mail Merge Labels in Word 2003 (using Excel as the data source)

From a new Word document, choose Tools > Letters and Mailings > Mail Merge

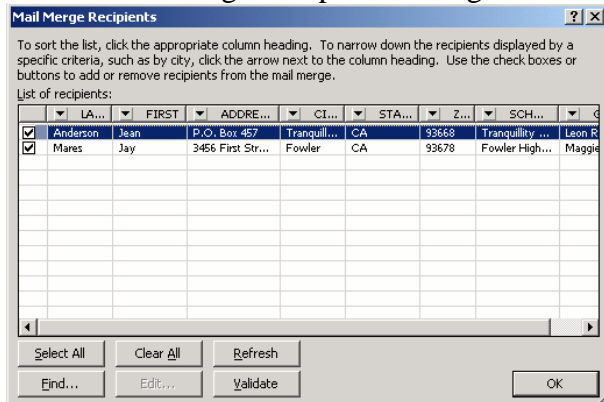
On the **Task Pane** at the right,

- select 'Labels' (at top)
 - click 'Next: Starting document' (**Step 1 of 6**)
-
- select 'Change document layout' (at top)
 - click 'Label options' > select a Product number (5160 is common) > OK
 - click 'Next: Select recipients' (**Step 2 of 6**)
-
- ⇒ select 'Use an existing list' (at top)
 - ⇒ click 'Browse' (in middle)
 - ⇒ locate the Excel data worksheet and double-click
-

On the Select Table dialog box that appears, make sure 'Sheet1\$' is selected (or whatever name you have given Sheet1); then click OK.



On the Mail Merge Recipients dialog box that appears, edit selections if needed; then click OK.



Select All: places ✓ next to each record
Clear All: removes ✓ next to each record
Refresh: updates any edits made in the Excel file
Find: locates a field in the Excel file
Edit: disabled when using Excel as data source
Validate: if you have installed address validation software, validates recipients' addresses

On the Task Pane at the right, click 'Next: arrange your labels' (**Step 3 of 6** at the bottom).

- click to insert 'Address block' on the first label
 - click 'More items' to add any other required merge fields into the body of the letter/label
 - **click 'Update all labels' button**
 - click 'Next: preview your labels' (**Step 4 of 6** at the bottom)
-

- click left and right arrows to view each page of labels (at top)
(if you need to make corrections to the data file in Excel, click 'Edit recipient list')
 - click 'Next: complete the merge' (**Step 5 of 6** at the bottom)
-

- ⇒ print now by clicking the 'Print' link **or**
- ⇒ create a copy of the actual labels by clicking 'Edit individual labels...'
 - here you can edit text, format font, etc.
 - save and/or print labels

NOTE: You may also use the Mail Merge toolbar (View > Toolbars > Mail Merge)