

Instructions for Making Mailing Labels with Excel & Word

(http://www.ehow.com/how_4778148_make-address-labels-excel.html)

Things You'll Need:

- Microsoft Word, versions 2000 through 2007
- Microsoft Excel, versions 2000 through 2007
- Avery 5160 address labels, or your choice of an equivalent
- A Printer

Creating an Excel database:

1. Open a blank spreadsheet (Excel). Create the following headers in the first row of the spreadsheet;
 - Salutation
 - First Name
 - Spouse's First Name (if desired)
 - Last Name
 - Street Address
 - City-state
 - Zip

You can add other headings such as Phone or Email, if desired.

2. Enter the names, addresses and other information of the people for whom you want to make address labels. For example, in the Salutation column, enter "Ms." Or "Dr." using the person's appropriate title. Enter first names, last names and so on. When you are finished, save and close the Excel worksheet.

Use Word to create the labels

3. Open a blank Word document. If you are using Word 2003 or earlier, go to the "Tools" menu, point to "Letters and Mailings", then click on "Mail Merge". In Word 2007, click the "Mailings" tab and choose "Step by Step Mail Merge Wizard". In either version, the "Mail Merge Wizard" will open.
4. Under "Select Document Type" Choose "Labels" and click "Next". The "Label Options" box will open. Choose "5160 – Address" in the "Product Number" list. If you are using a different label, find the product number in the list. Click "OK". Choose the people listed in the Excel spreadsheet for whom you want to make address labels, or "Select All" and click "OK".
5. Click "Next: Arrange Labels". Click "Next" to preview your labels. Make any necessary changes and then click "Next" to complete the merge. Print the labels onto the label paper.

Tips and Warnings – If you receive any returned mail or notices of address changes after using your address labels, make changes to your Excel spreadsheet immediately. That way, the next time you need to make address labels, you will have the correct information.