




How to Create Labels in Word in a Nutshell

Note: Depending on your version of MS Word (eg 2000, 2003, XP, 2007) the directions here may differ. For any further help please contact Caroline on 01675470105

1. Tools > Letters and Mailings > Show Mail Merge Toolbar.
2. Click on “Main Document Setup” button. 
3. Select “Labels” in the dialogue box.
4. Set up labels to match the ones you purchased.
5. Click on the “open data source” button. 
6. Select your Address list by locating the file in My Documents or your Outlook Contacts and then clicking on Open.
7. Click on the “Insert Merge Field” button. 
8. Click on each field you wish to include on your address label (Figure 1).

Once you have inserted all of them put in the spaces and start new lines where necessary (Figure 2).

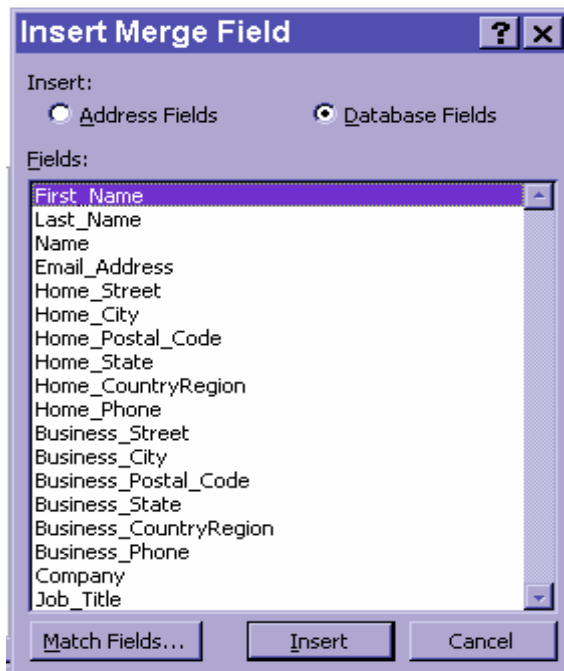
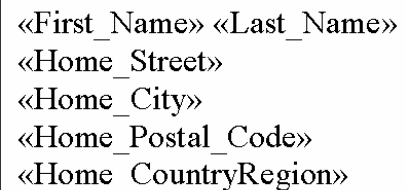



Figure 1



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«First_Name» «Last_Name»  
«Home_Street»  
«Home_City»  
«Home_Postal_Code»  
«Home_CountryRegion»
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Figure 2

9. Select the “Merge to New Document” button. 
10. Choose whether you want all or just certain records included.
11. A new Word Document is created called “Labels1” with all the address labels in it. You can save this file if you wish or just print it out.