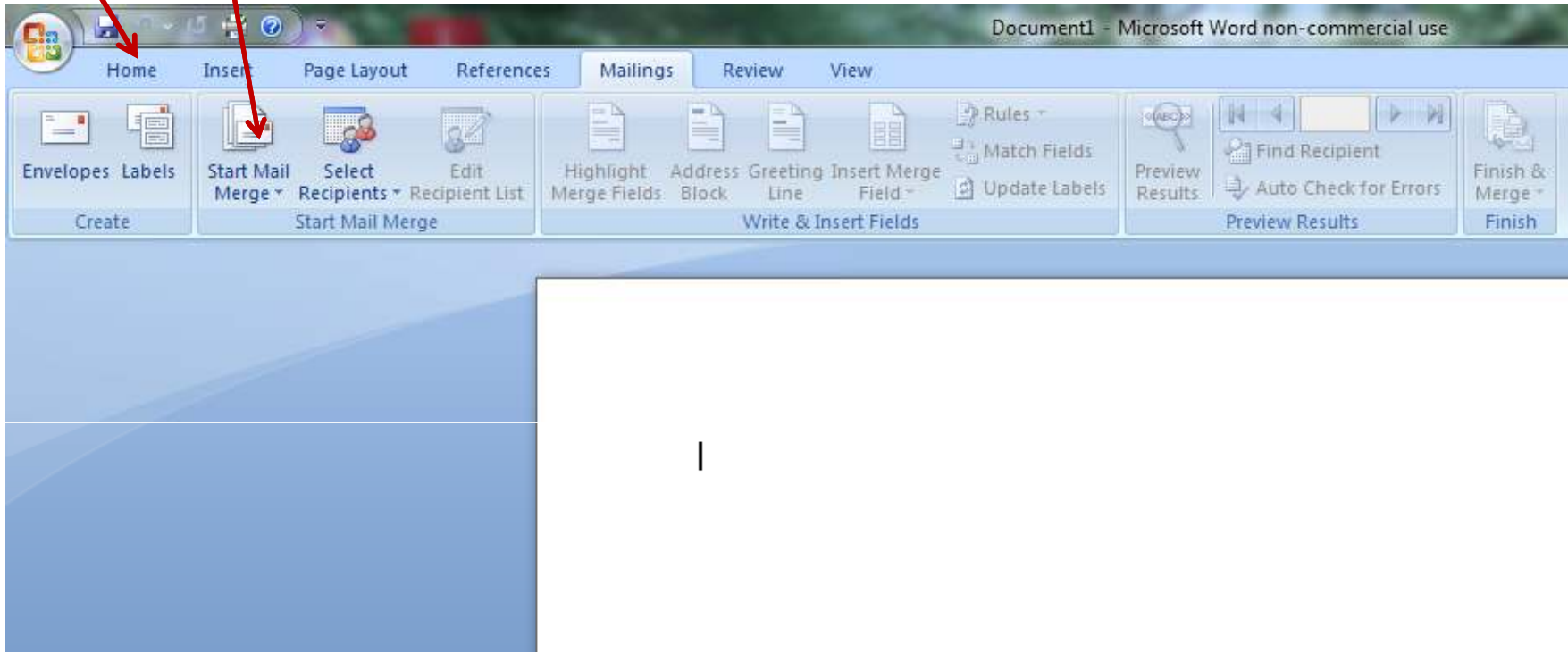


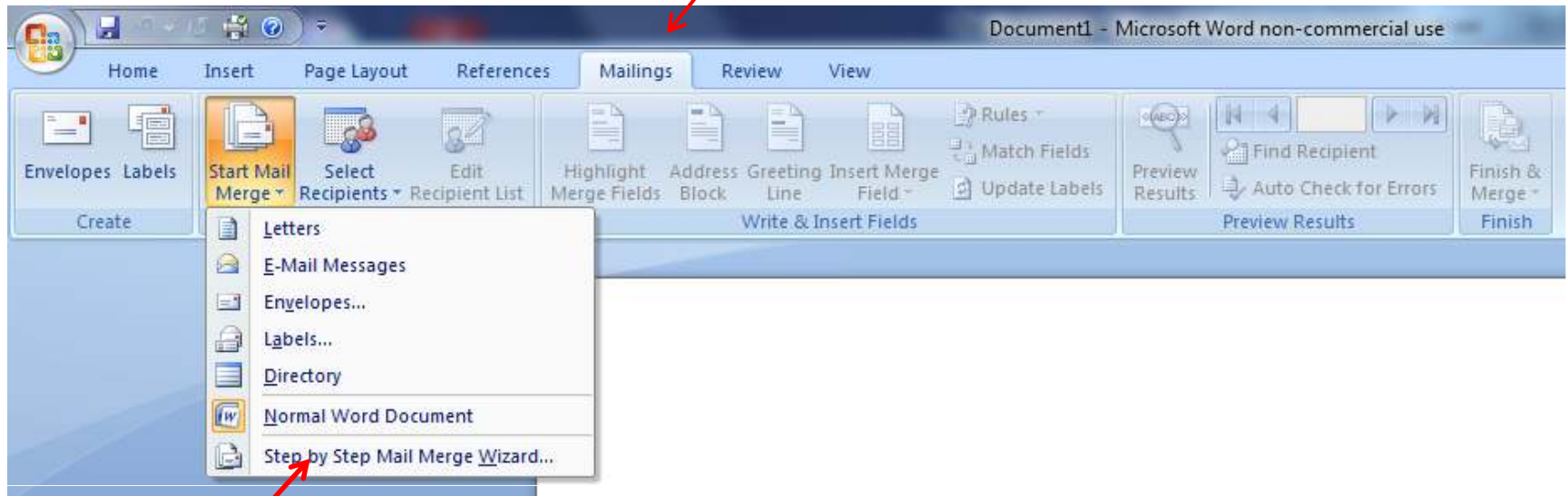
# Production of labels

Using mail merge in Word 2007

Home Click Start Mail Merge  
tab



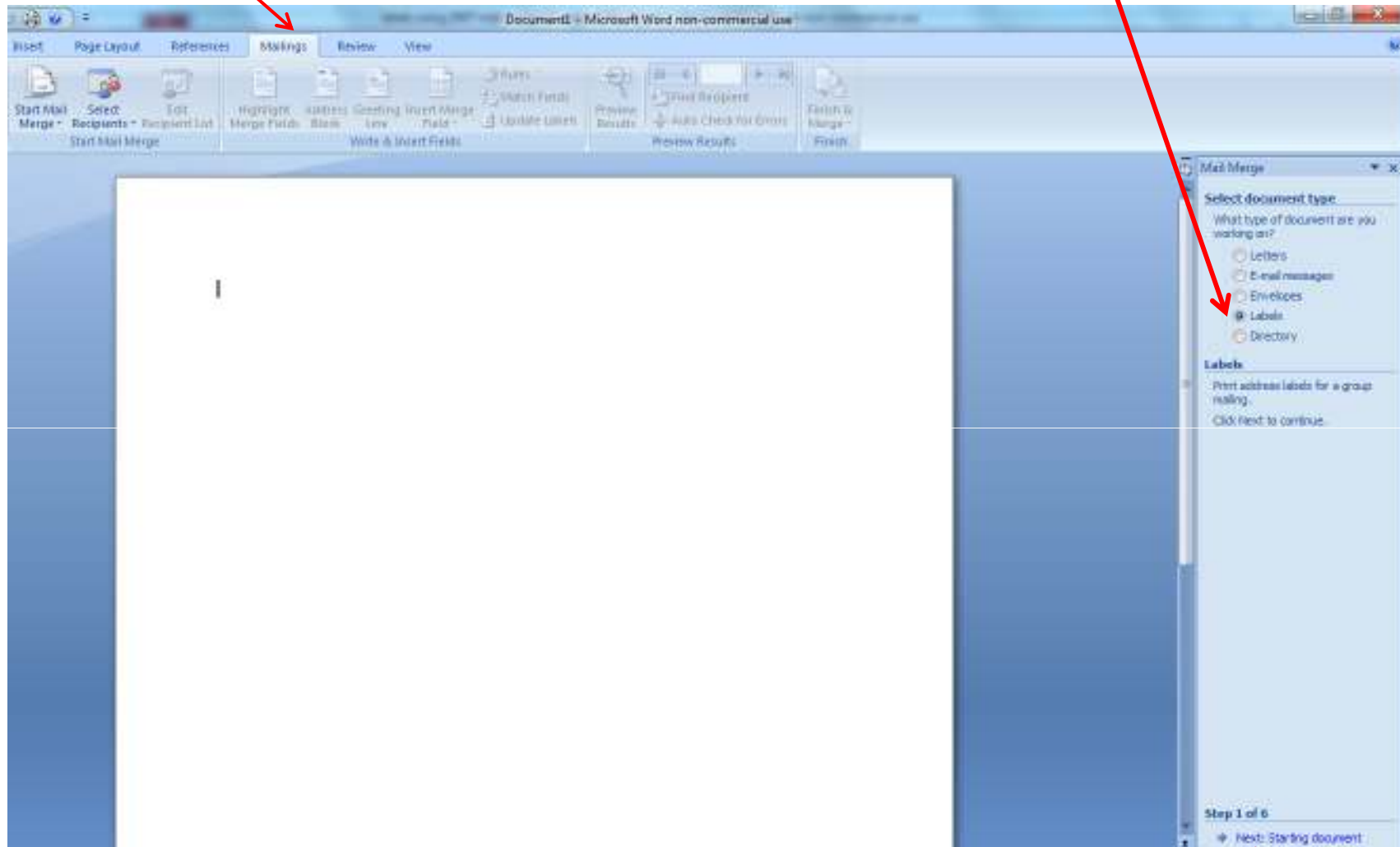
## Mailings tab



Click on Step by Step mail Merge Wizard

Mailings tab

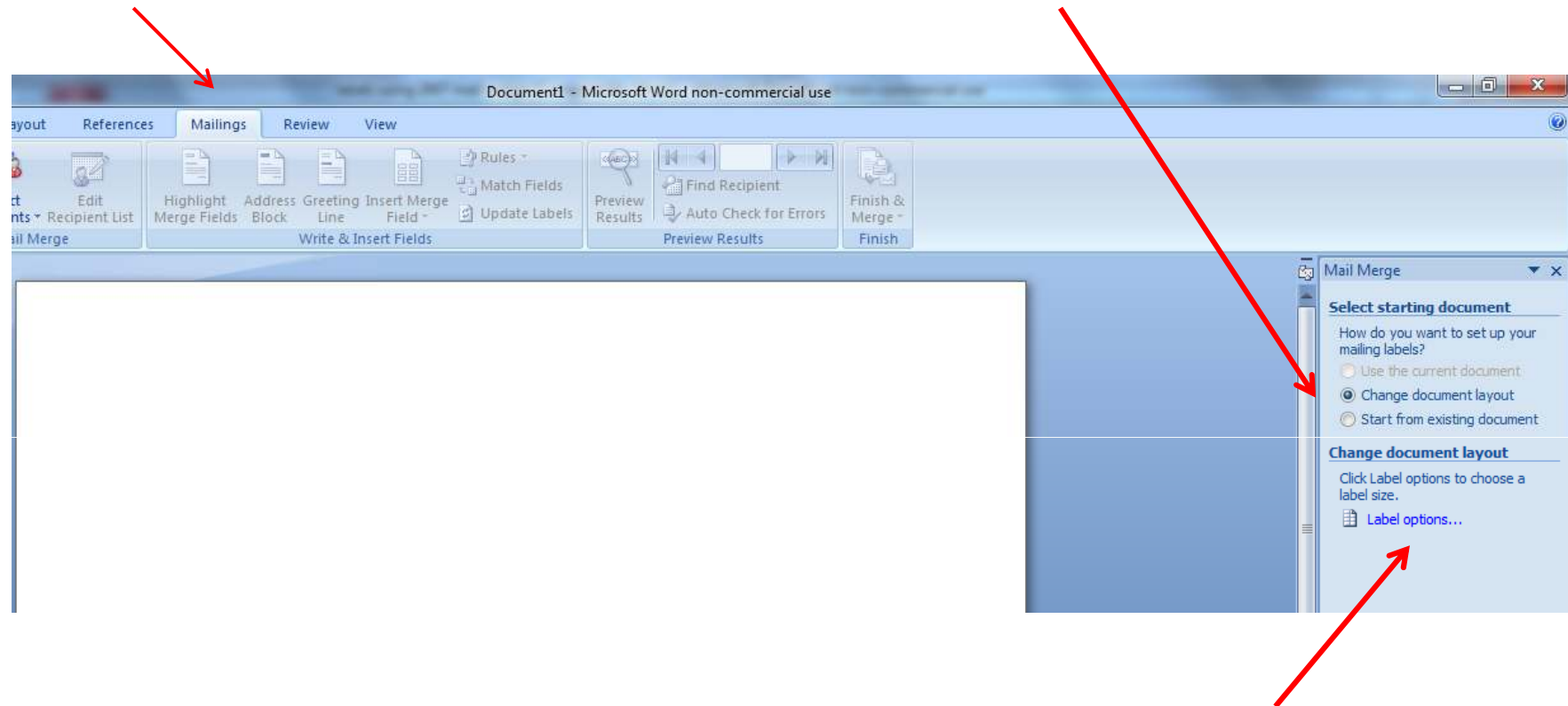
1. Click Labels



2. Click Next Starting Document

1. Ensure Change document layout is selected

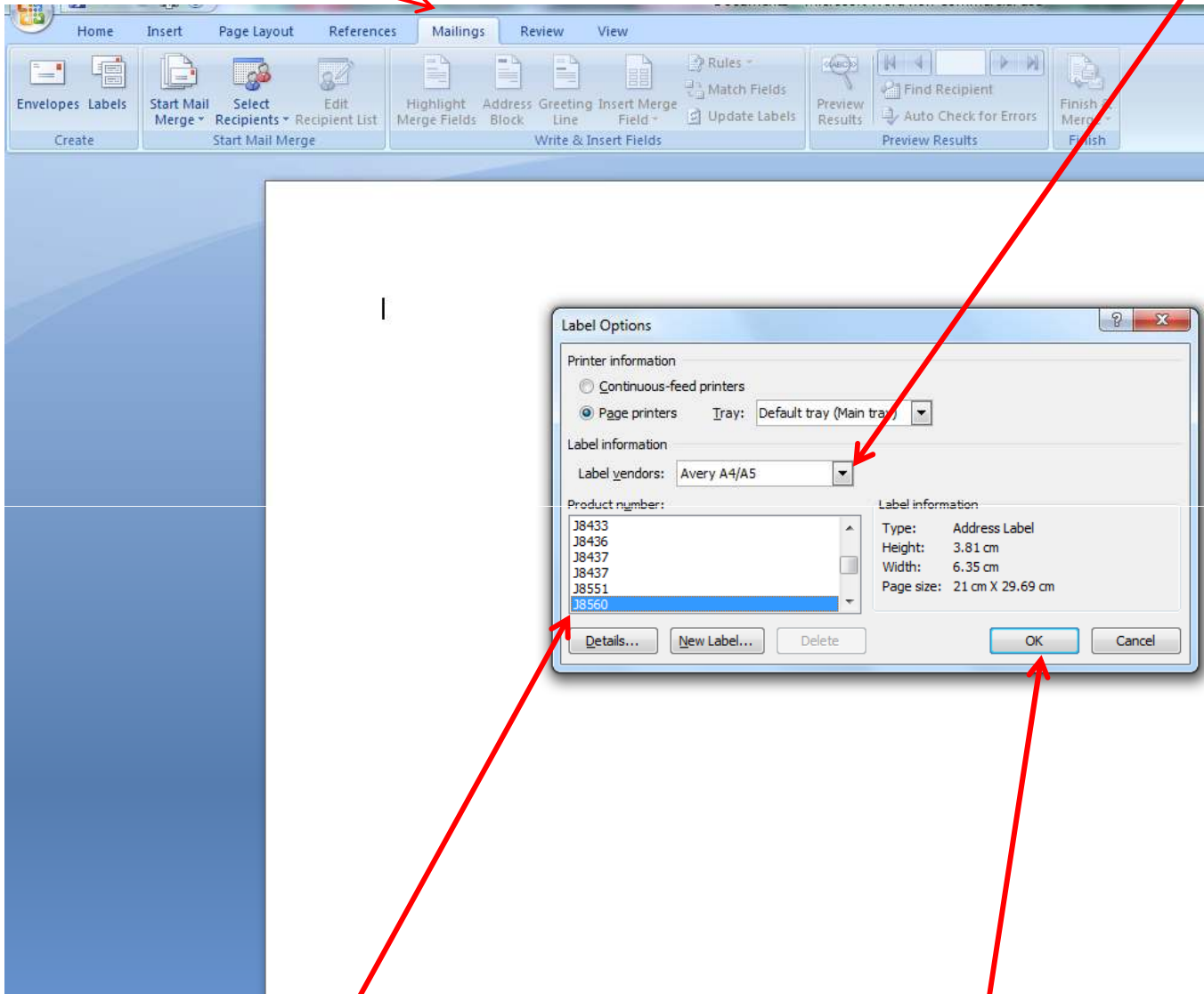
Mailings tab



2. Click label options

Mailings tab

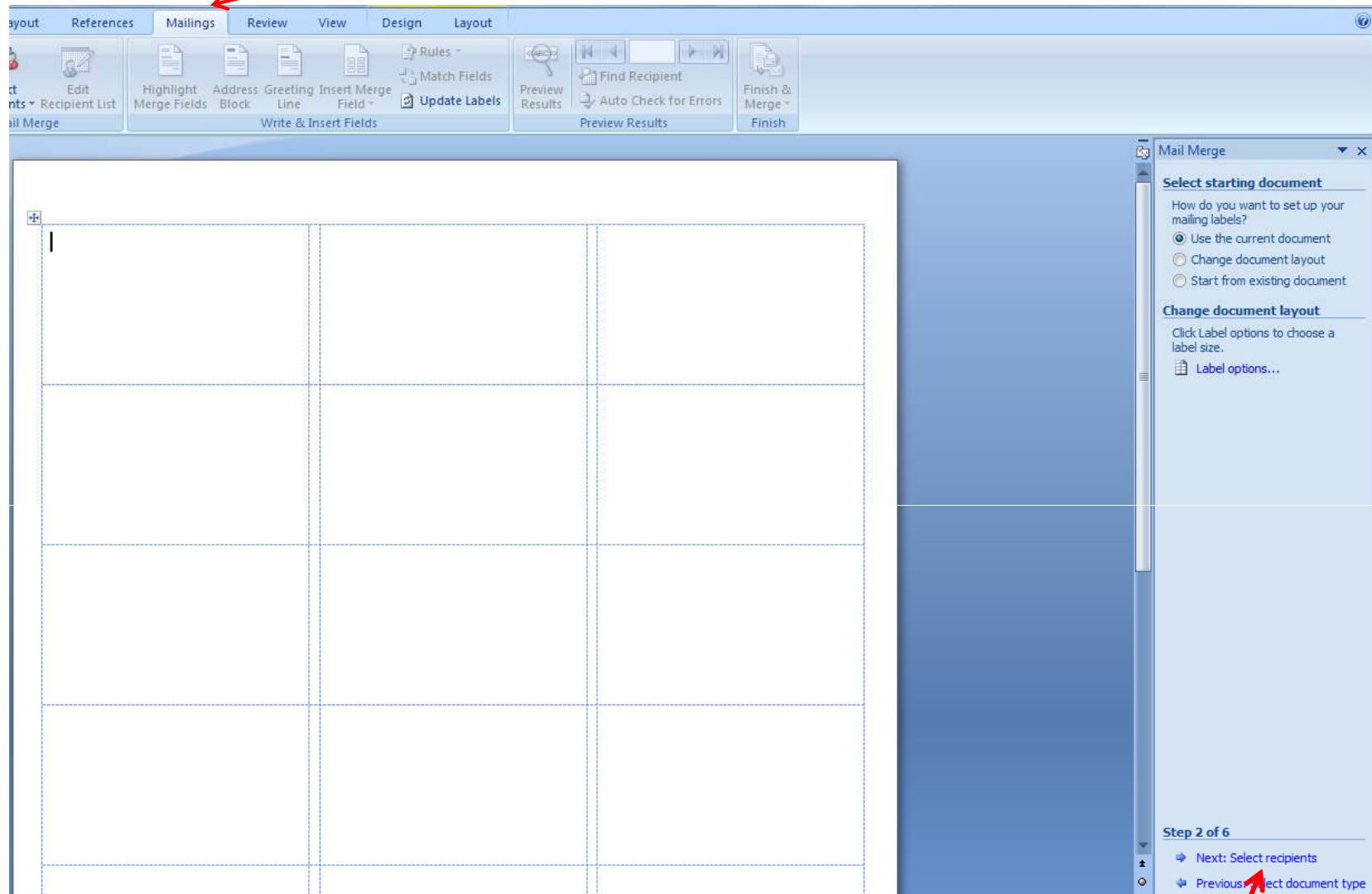
1. Select label options required



2. Select Product Number

3. Click OK

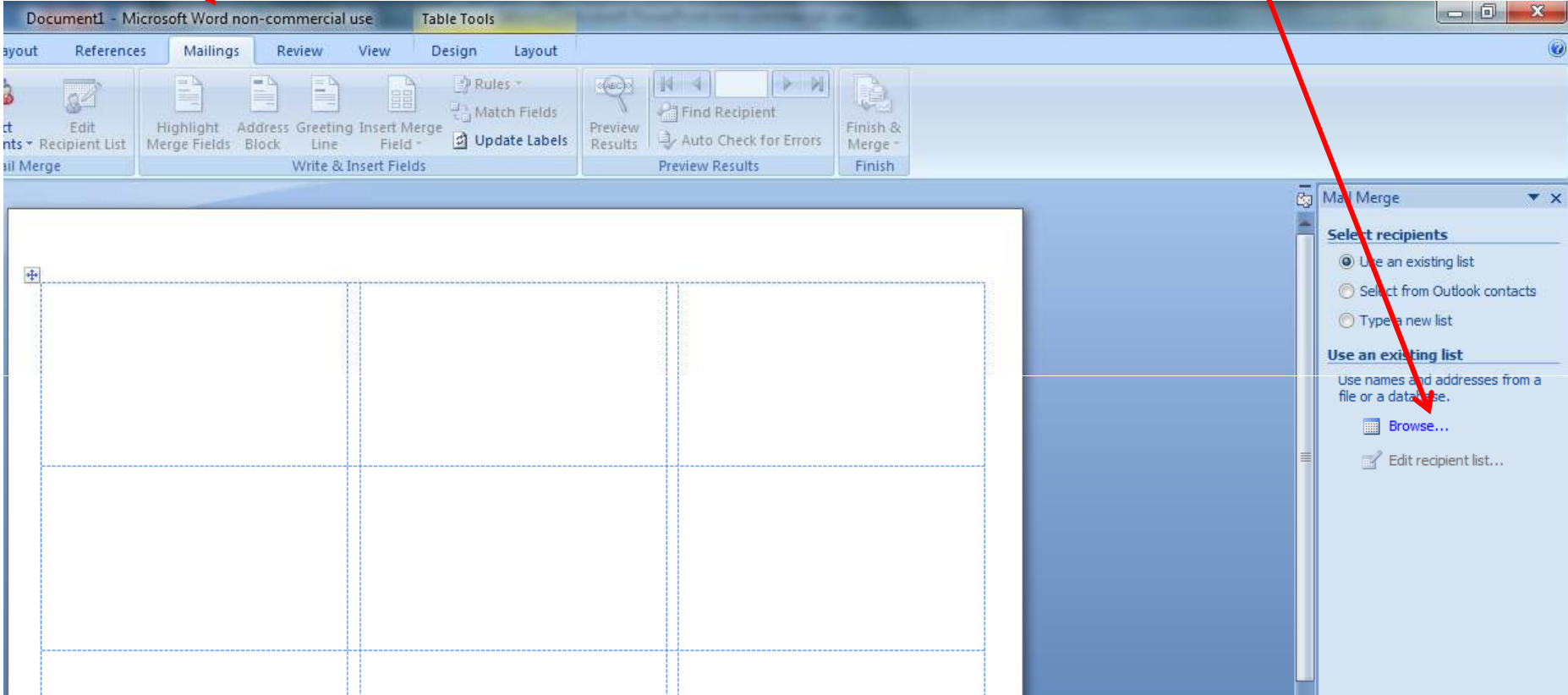
Mailings tab

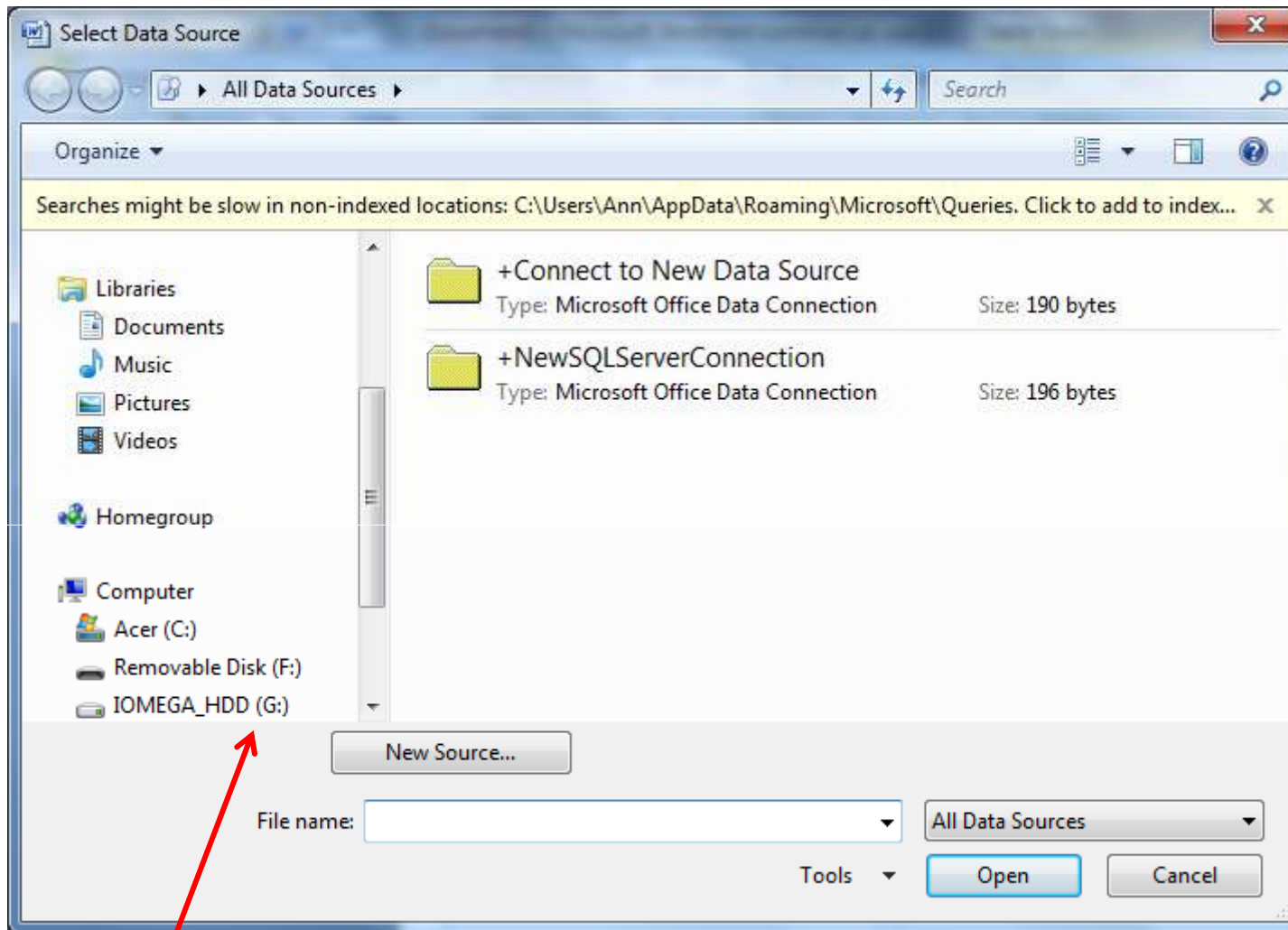


Select Recipients

Mailings tab

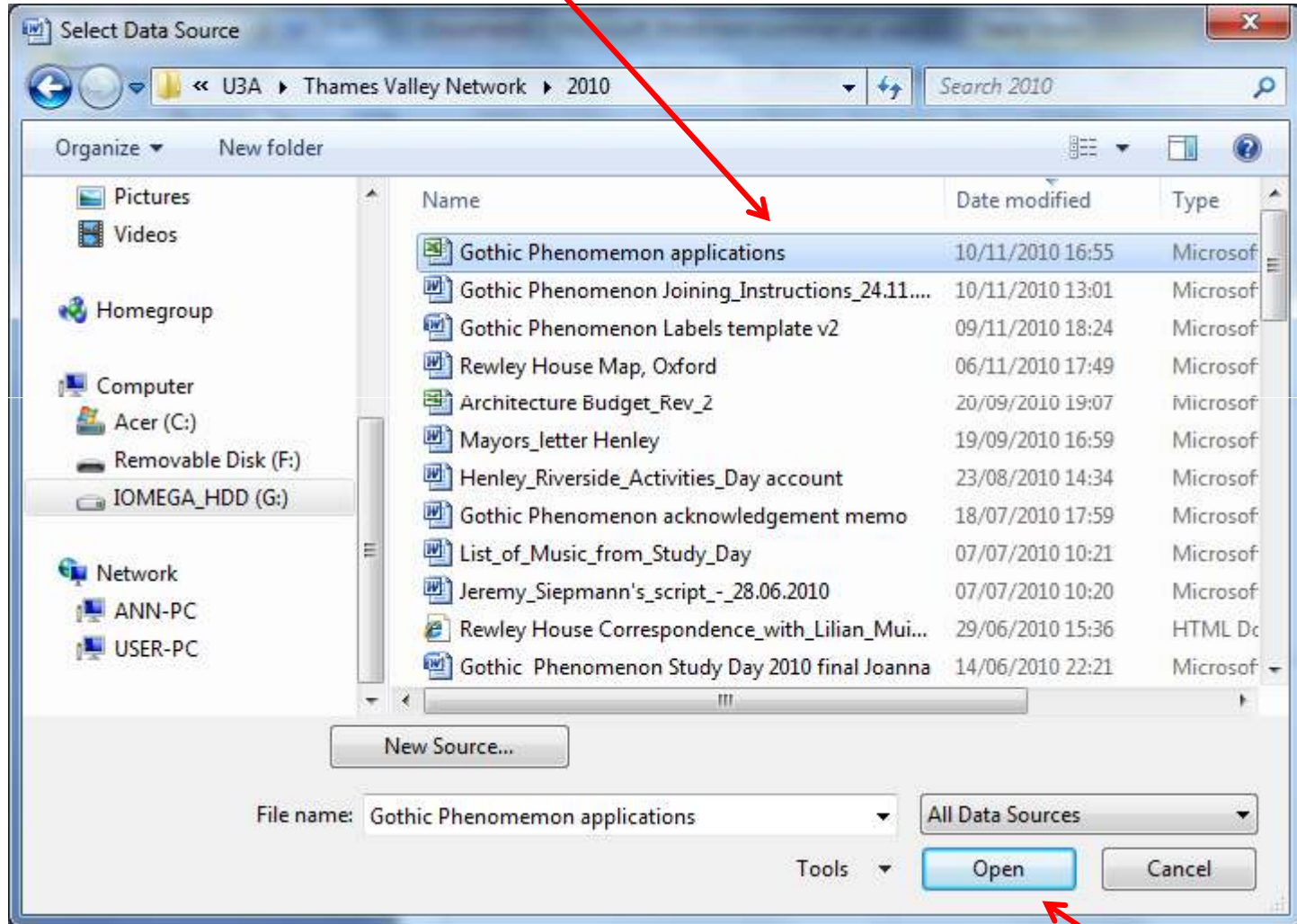
Click Browse to find external file





Click on relevant Drive

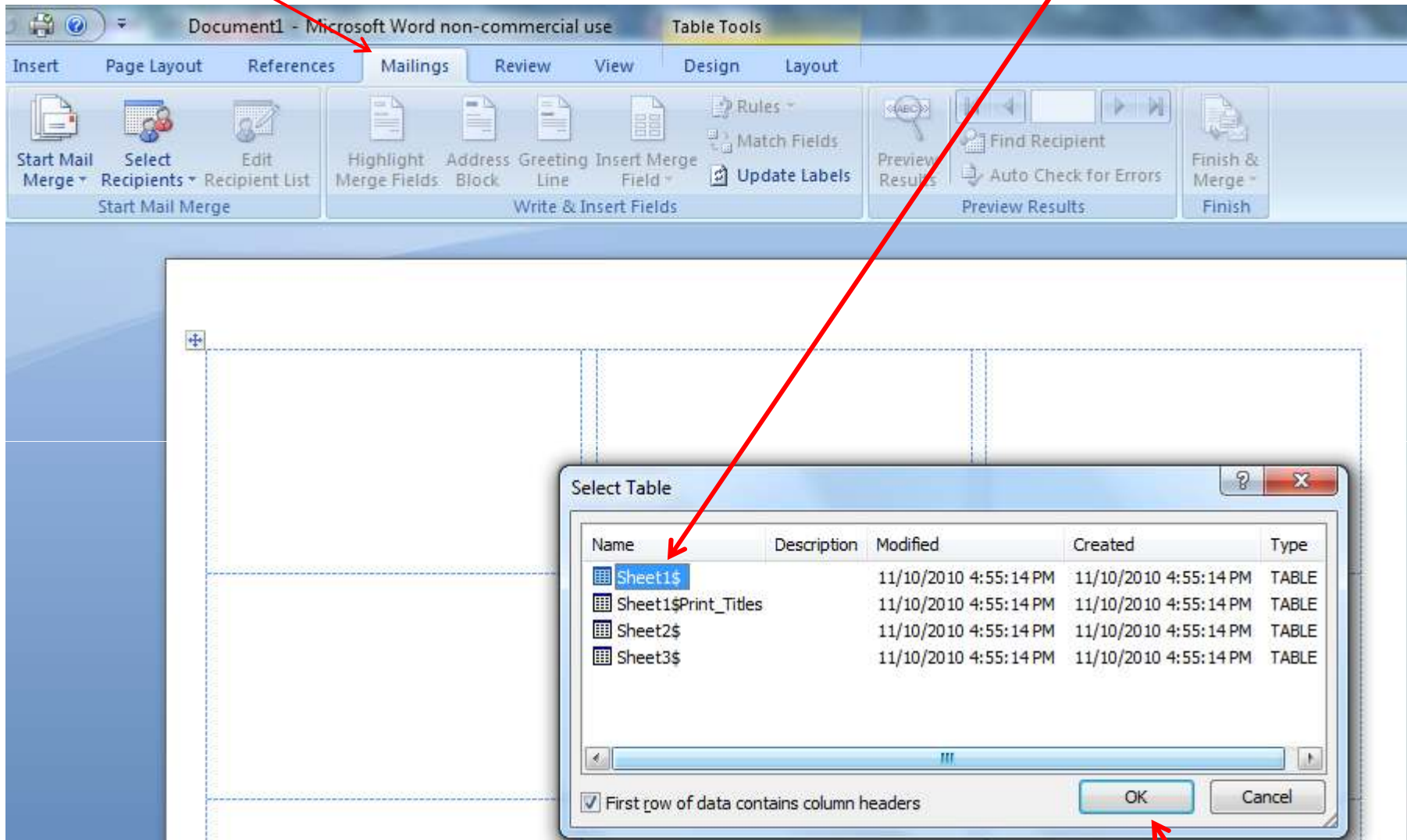
Browse through folders until you find relevant file. Select File



Click to Open

Mailings tab

Select Sheet1\$



Click Open

Mailings tab

Ensure everything you want ticked is

The screenshot shows the Microsoft Word interface with the Mailings tab selected. The ribbon includes options like Start Mail Merge, Select Recipients, Edit Recipient List, Highlight Merge Fields, Address Block, Greeting Line, Insert Merge Field, Match Fields, Update Labels, Preview Results, Find Recipient, Auto Check for Errors, and Finish & Merge. The Mail Merge Recipients dialog box is open, displaying a list of recipients with columns for Data Source, Name, email, phone, and Name by summary. The 'Gothic Phenome...' data source is selected, and the 'Refine recipient list' section shows options like Sort, Filter, Find duplicates, Find recipient, and Validate addresses. The 'OK' button is highlighted at the bottom right.

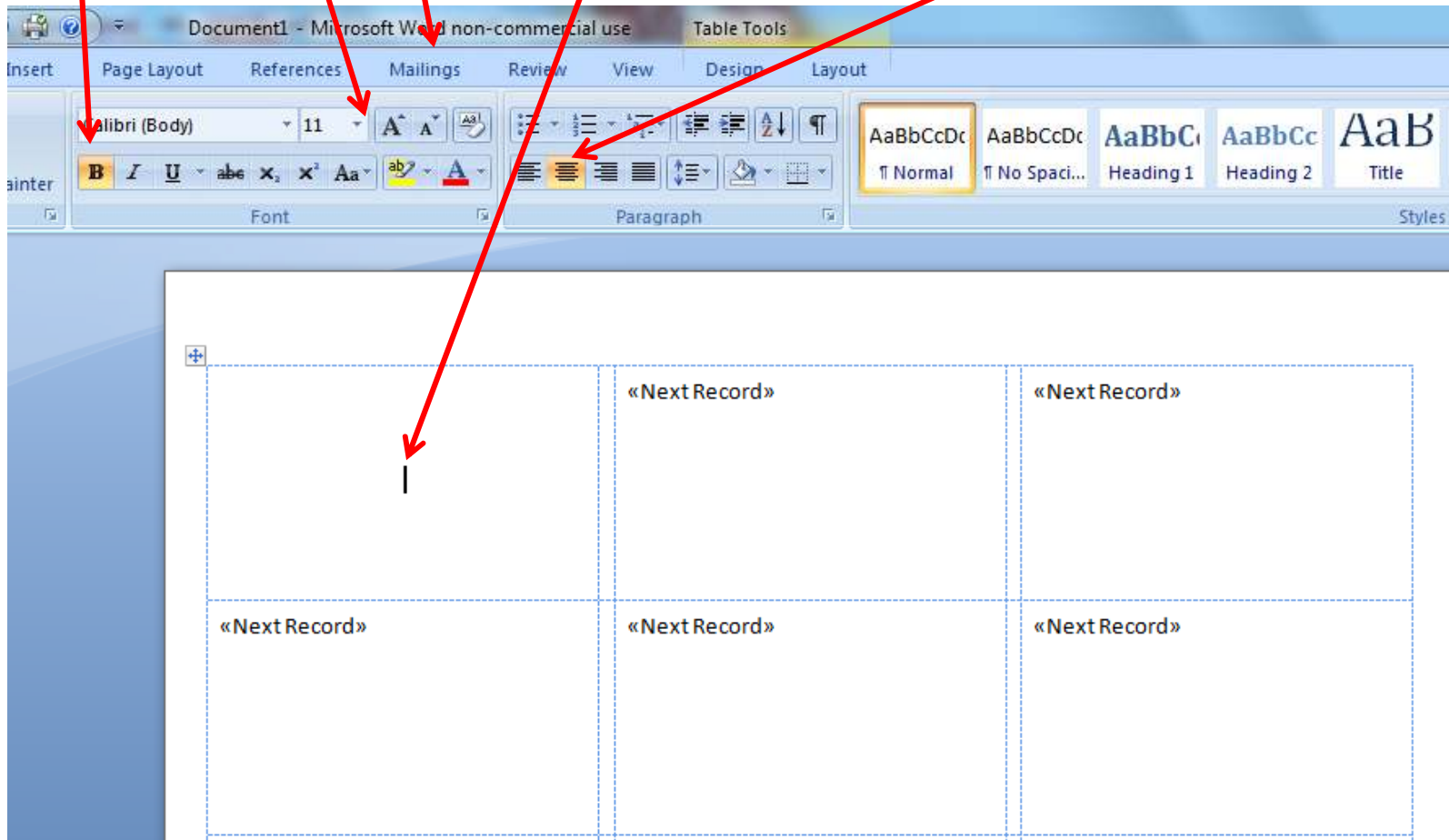
Data Source	Name	email	phone	Name by summary
Gothic Phenome...	Frances Ashworth	francesashworth@goo...	01993 830064	Ashworth, Fra
Gothic Phenome...	Pamela Assender		01865 862643	Assender, Pan
Gothic Phenome...	Daphne Baker		0118 9690359	Baker, Daphne
Gothic Phenome...	Stuart Barnes	brooklandsmill@msm...	01491 875773	Barnes, Stuart
Gothic Phenome...	John Belk	tonybelk@btinternet.c...	01793 782707	Belk, John
Gothic Phenome...	Jean Boucher	netherdown@btinterne...	0118 9473676	Boucher, Jean
Gothic Phenome...	John Boucher	netherdown@btinterne...	0118 9473676	Boucher, John
Gothic Phenome...	Susan Branfield	susanbranfield@waitro...	07766 756637	Branfield, Susi

Refine recipient list, if required

Click OK

## Mailings tab

Format first cell as you wish, e.g. Use down arrow, then carriage return to get into centre of cell, Select Bold and Centre alignment and 16 font size

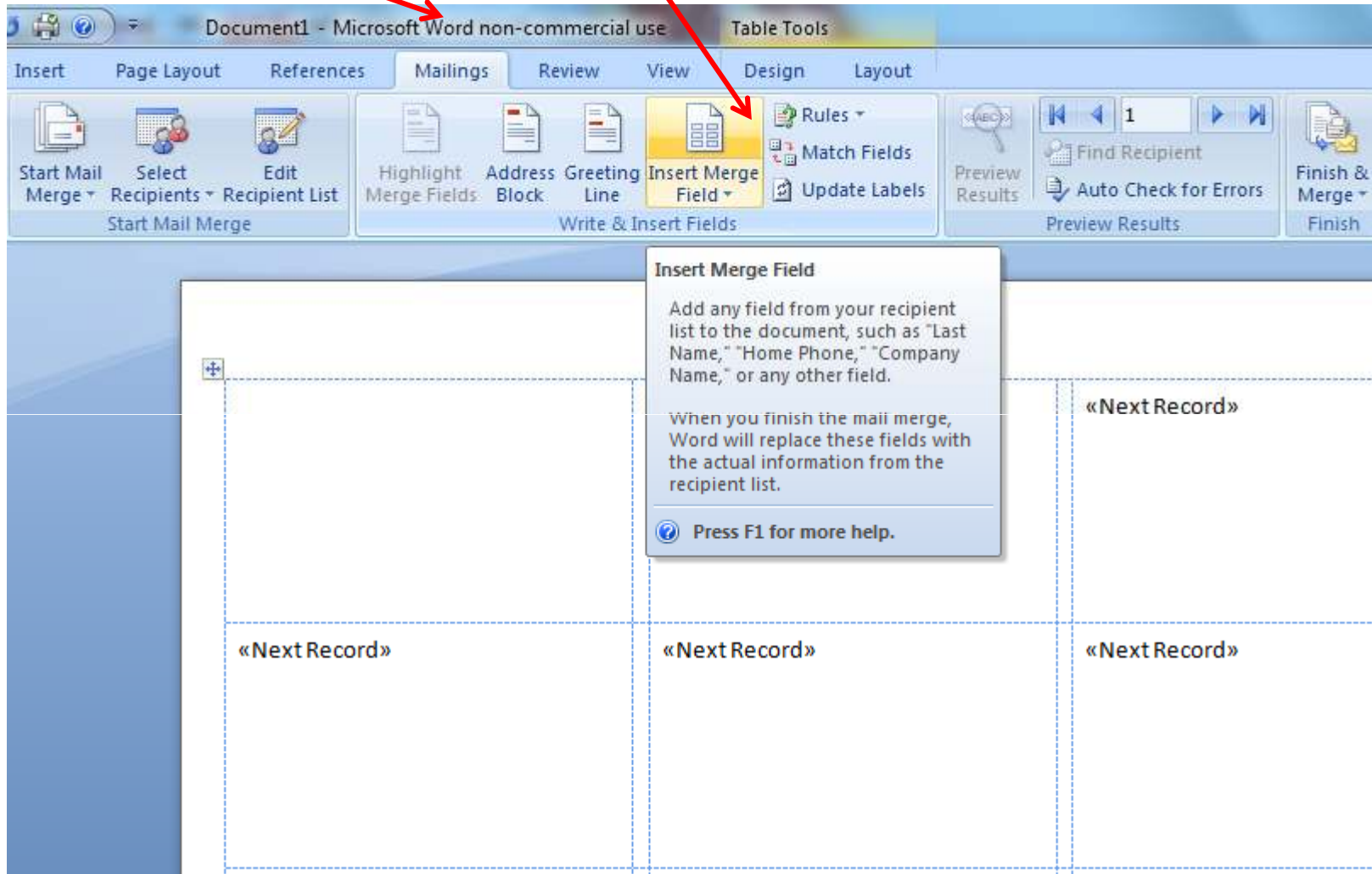


The screenshot displays the Microsoft Word interface with the 'Mailings' tab selected. The ribbon shows the 'Font' and 'Paragraph' groups. The 'Font' group includes the font name 'Calibri (Body)', size '11', and the 'Bold' (B) button. The 'Paragraph' group includes the 'Center' alignment button. The 'Styles' group shows the 'Normal' style selected. Below the ribbon, a table with three columns and two rows is visible. The top-left cell contains a vertical cursor (I-beam) positioned in the center of the cell. Red arrows point from the text above to the 'Mailings' tab, the 'Bold' button, the 'Center' alignment button, and the cursor in the table cell.

I	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»

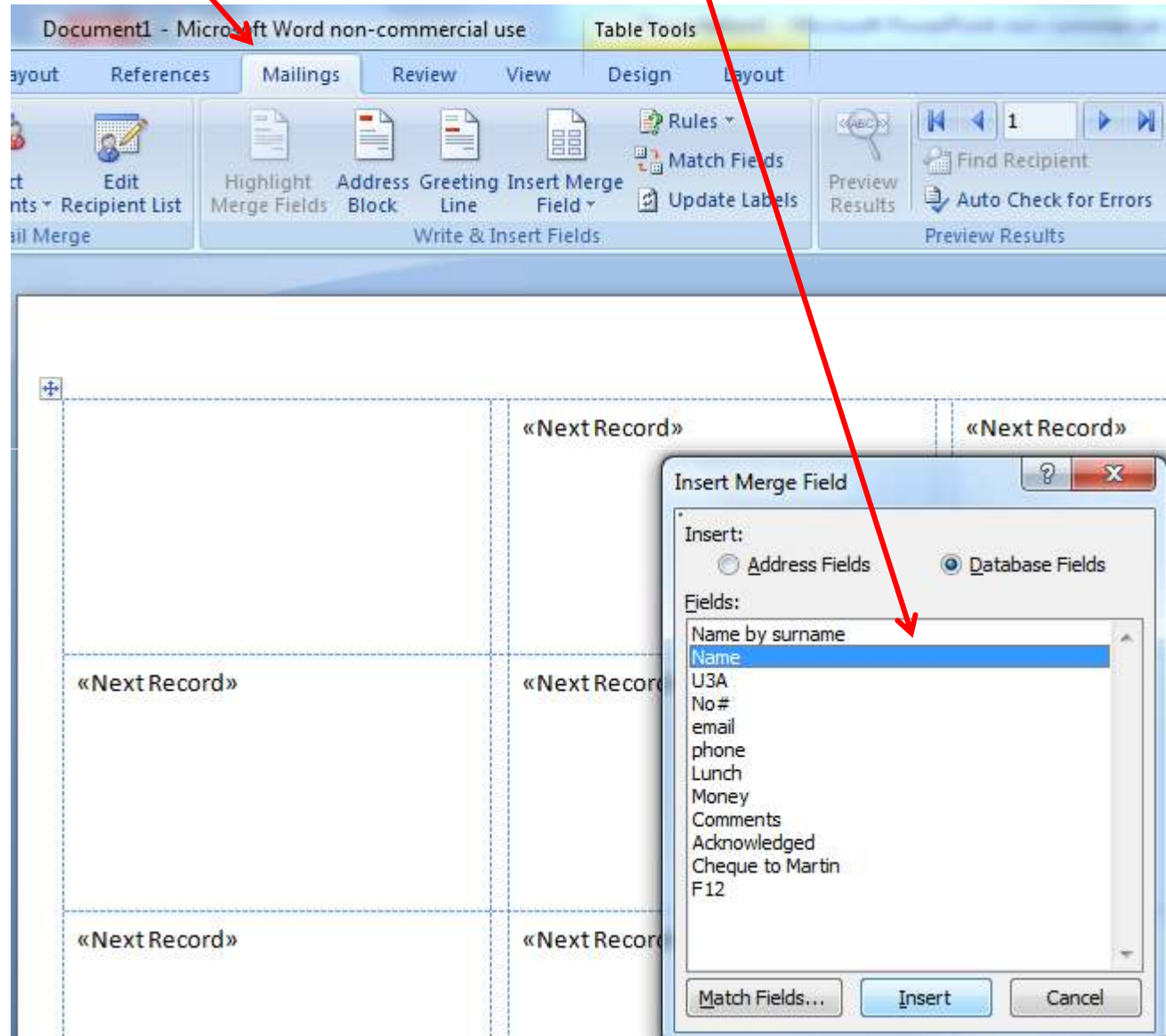
Mailings tab

Click on Insert Merge Field



Mailings tab

Select Field



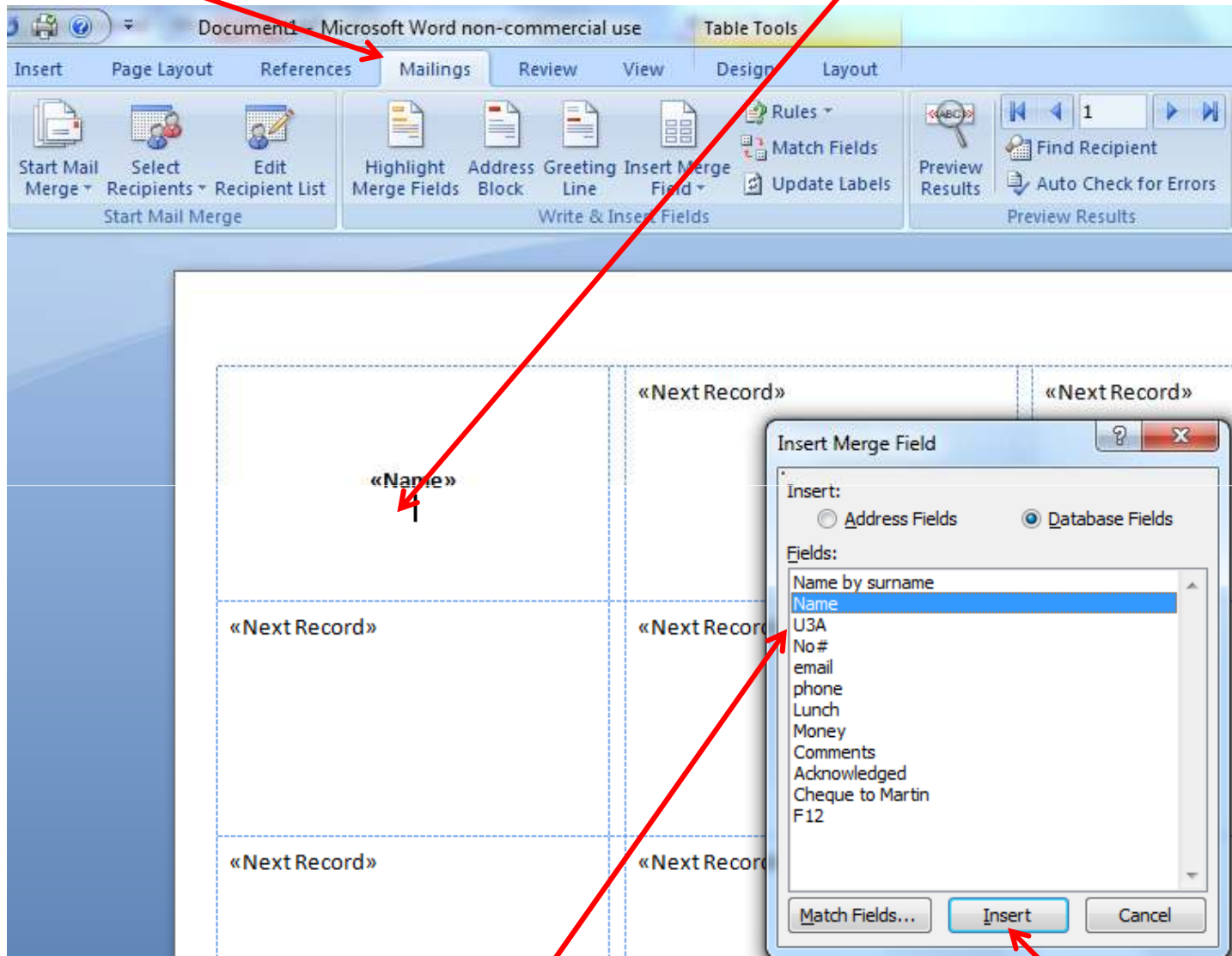
Mailings tab

Chosen field appears in 1<sup>st</sup> cell, then hit Return key

The screenshot shows the Microsoft Word interface with the 'Mailings' tab selected. The ribbon includes options like 'Start Mail Merge', 'Select Recipients', 'Edit Recipient List', 'Highlight Merge Fields', 'Address Block', 'Greeting Line', 'Insert Merge Field', 'Rules', 'Match Fields', 'Update Labels', 'Preview Results', 'Find Recipient', 'Auto Check for Errors', and 'Finish & Merge'. A table is visible with several cells containing the text «Next Record». The first cell of the first row contains «Name». An 'Insert Merge Field' dialog box is open, showing 'Database Fields' selected and a list of fields including 'Name by surname', 'Name', 'U3A', 'No #', 'email', 'phone', 'Lunch', 'Money', 'Comments', 'Acknowledged', 'Cheque to Martin', and 'F12'. The 'Name' field is highlighted in the list. Red arrows point from the text labels above to the 'Mailings' tab and the first cell of the table.

Mailings tab

Flashing cursor in now in correct alignment and row



Select next field, e.g. U3A

Click Insert, then close

Mailings tab

Check selected fields are in correct position

Click on Preview Results

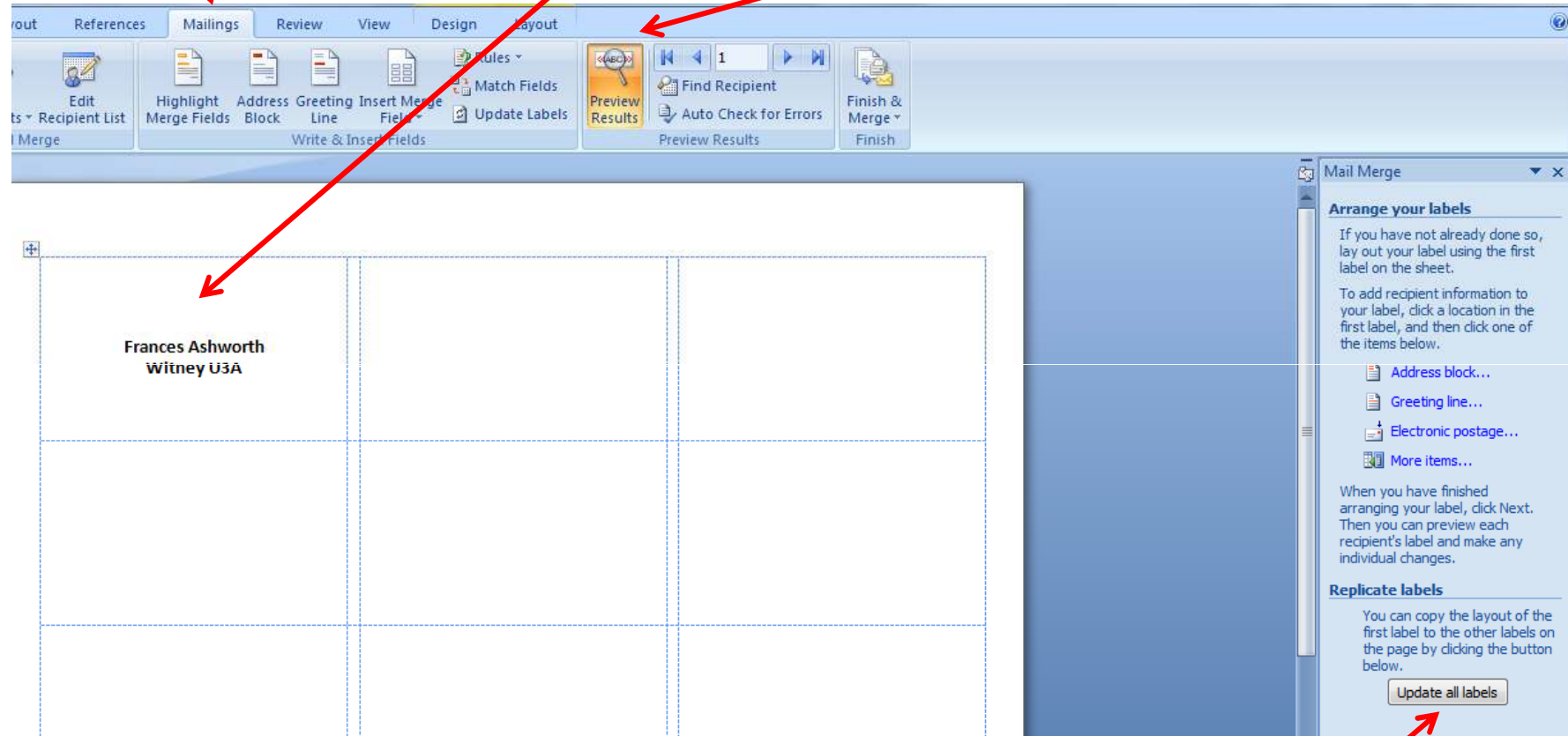
The screenshot shows the Microsoft Word interface with the Mailings tab selected. The ribbon contains various mail merge options. A table is displayed below the ribbon, representing a mail merge data source. The table has two rows and three columns. The first row contains the fields «Name» and «U3A» in the first column, and «Next Record» in the second and third columns. The second row contains «Next Record» in all three columns. Red arrows point from the text annotations to the Mailings tab, the «Name» field, and the Preview Results button.

«Name» «U3A»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»

Mailings tab

Check correct information has come through in 1<sup>st</sup> cell

Uncheck Preview Results



Click on Update all Labels

# Mailings tab

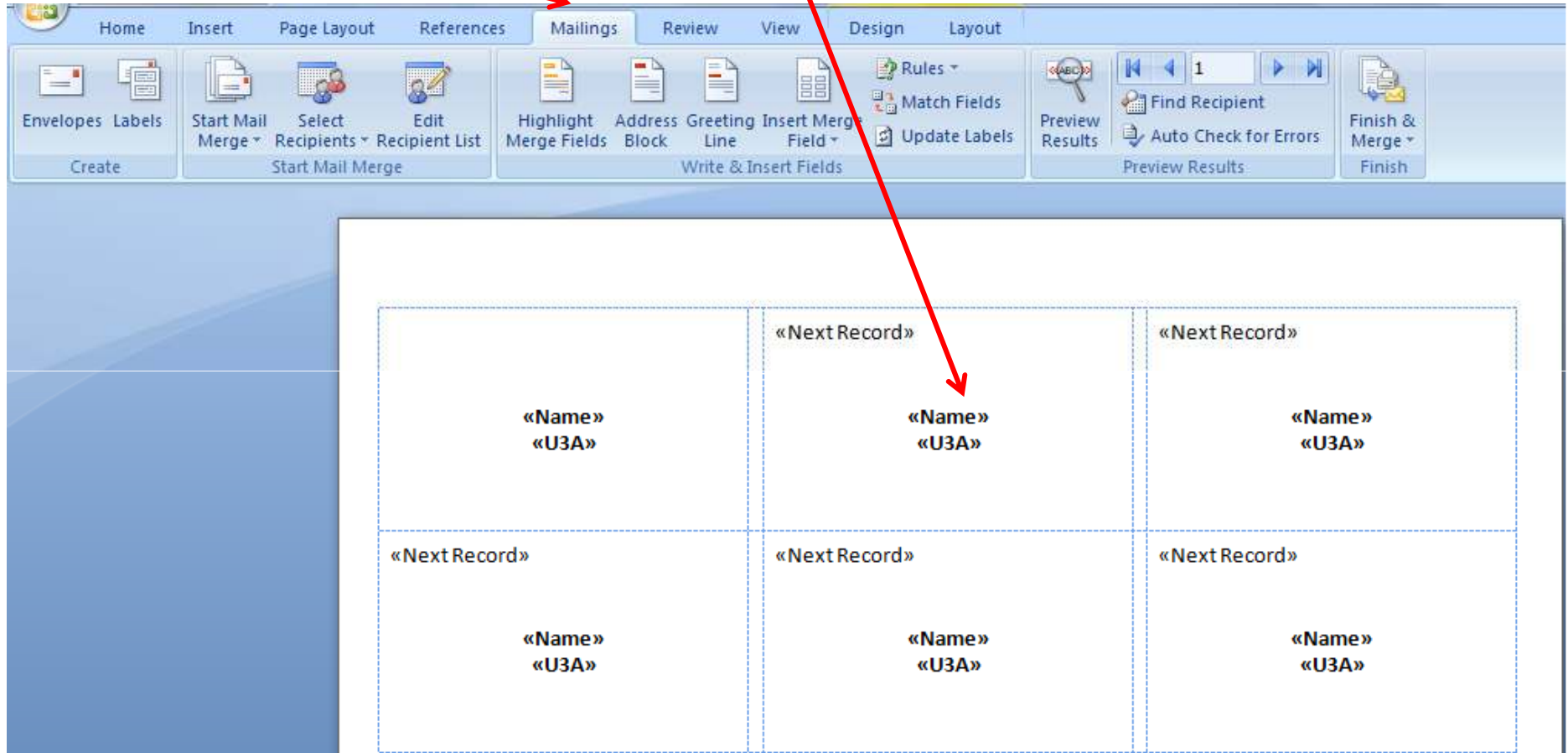


The screenshot shows the Microsoft Word interface with the 'Mailings' tab selected in the ribbon. The ribbon contains groups for 'Write &amp; Insert Fields' (with buttons for Edit Recipient List, Highlight Merge Fields, Address Block, Greeting Line, Insert Merge Field, Match Fields, and Update Labels), 'Preview Results' (with buttons for Preview Results, Find Recipient, and Auto Check for Errors), and 'Finish' (with a Finish &amp; Merge button). Below the ribbon is a 3x3 grid of labels. The top-left cell contains the text «Name» and «U3A». The other cells contain «Next Record». To the right of the grid is the 'Mail Merge' task pane. It has a title bar with a close button. The main area is titled 'Arrange your labels' and contains instructions: 'If you have not already done so, lay out your label using the first label on the sheet. To add recipient information to your label, click a location in the first label, and then click one of the items below.' There are four options with icons: 'Address block...', 'Greeting line...', 'Electronic postage...', and 'More items...'. Below this is another instruction: 'When you have finished arranging your label, click Next. Then you can preview each recipient's label and make any individual changes.' The next section is titled 'Replicate labels' and contains the text: 'You can copy the layout of the first label to the other labels on the page by clicking the button below.' At the bottom of the task pane is a button labeled 'Update all labels'. A red arrow points from the text 'Click Update all Labels' to this button.

Click Update all Labels

Mailings tab

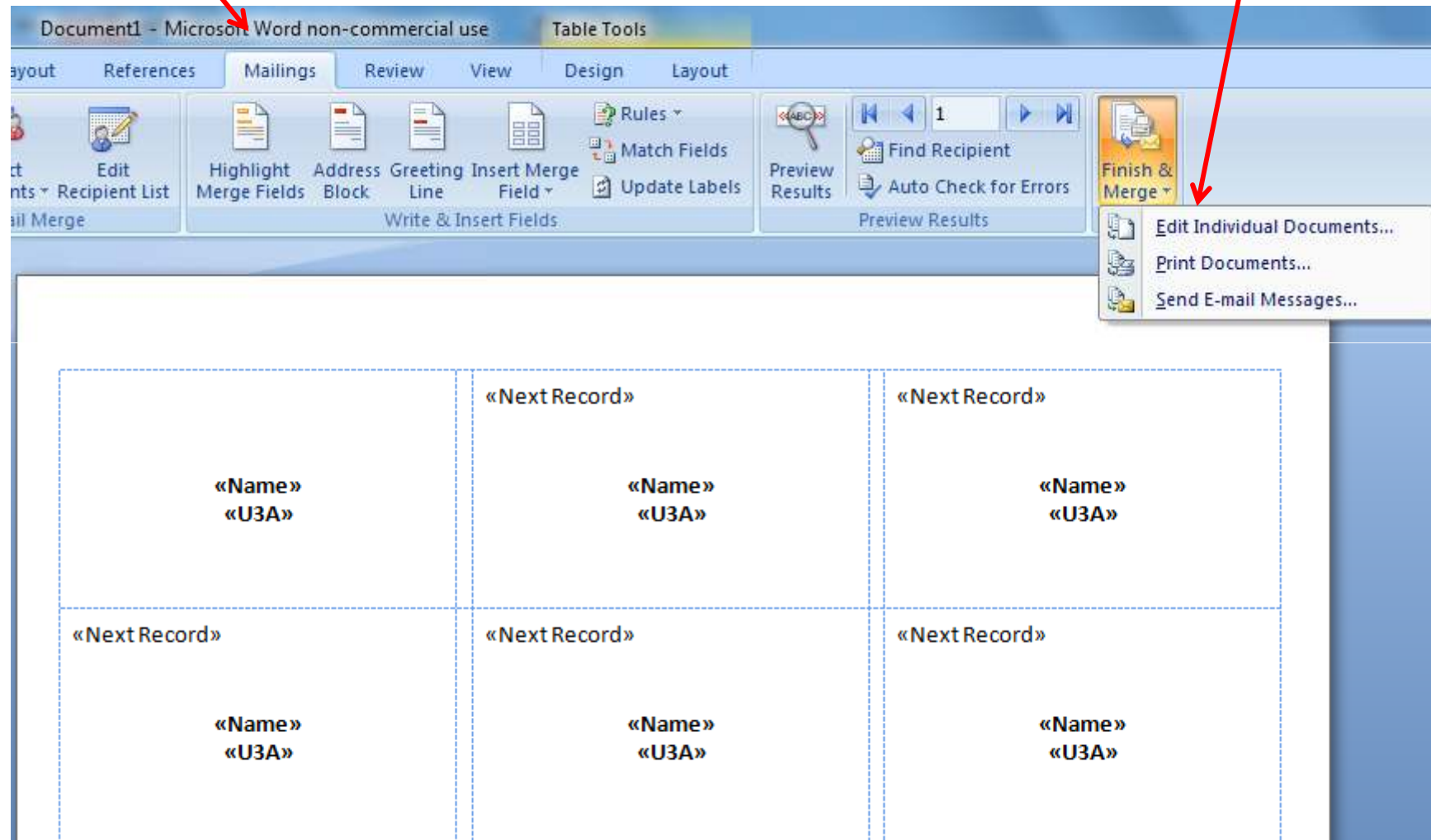
Each cell should now contain the correct template information



Save this file now as ..... labels template in relevant folder

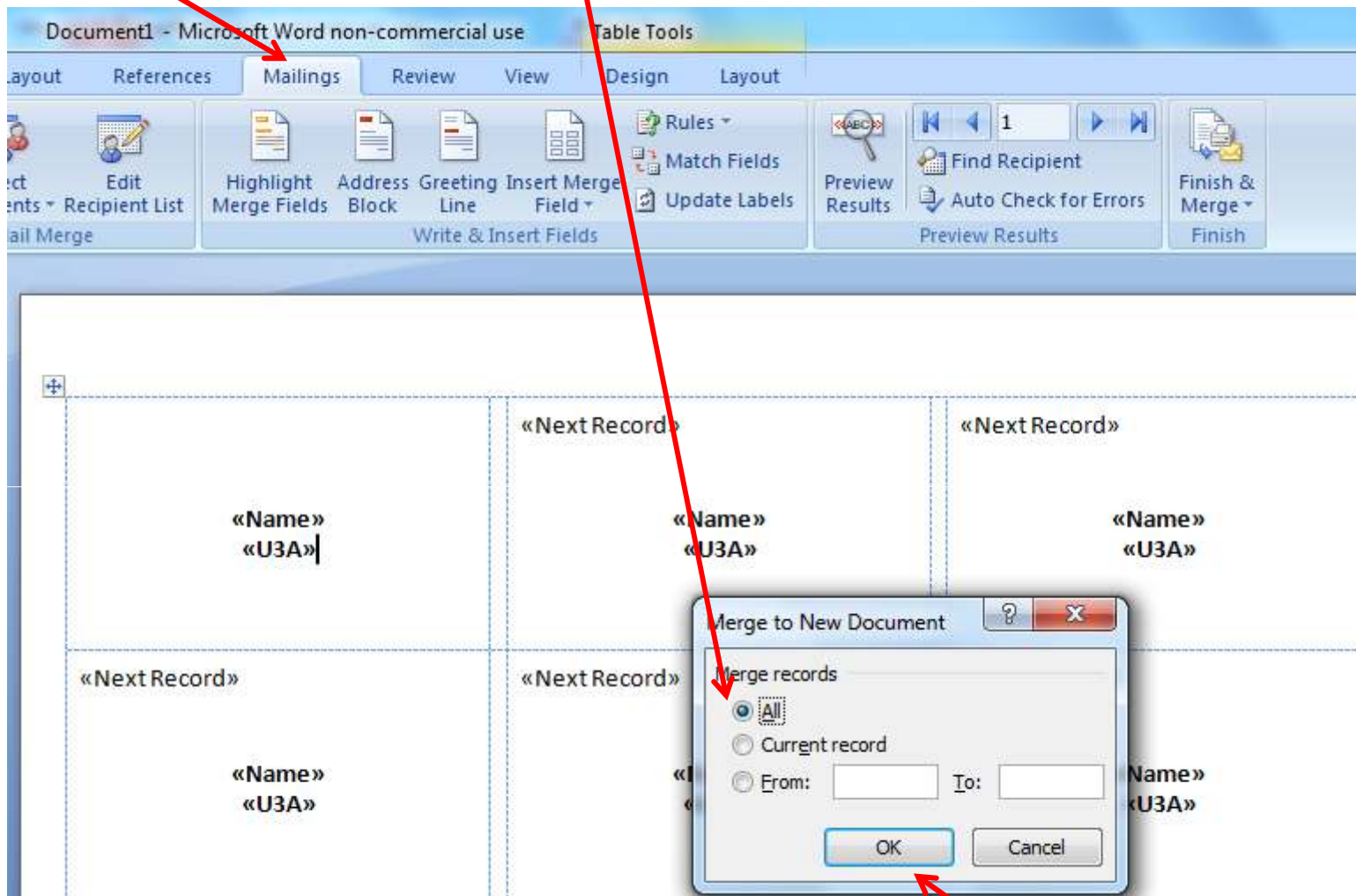
Mailings tab

Click Finish & Merge, then Edit Individual Documents



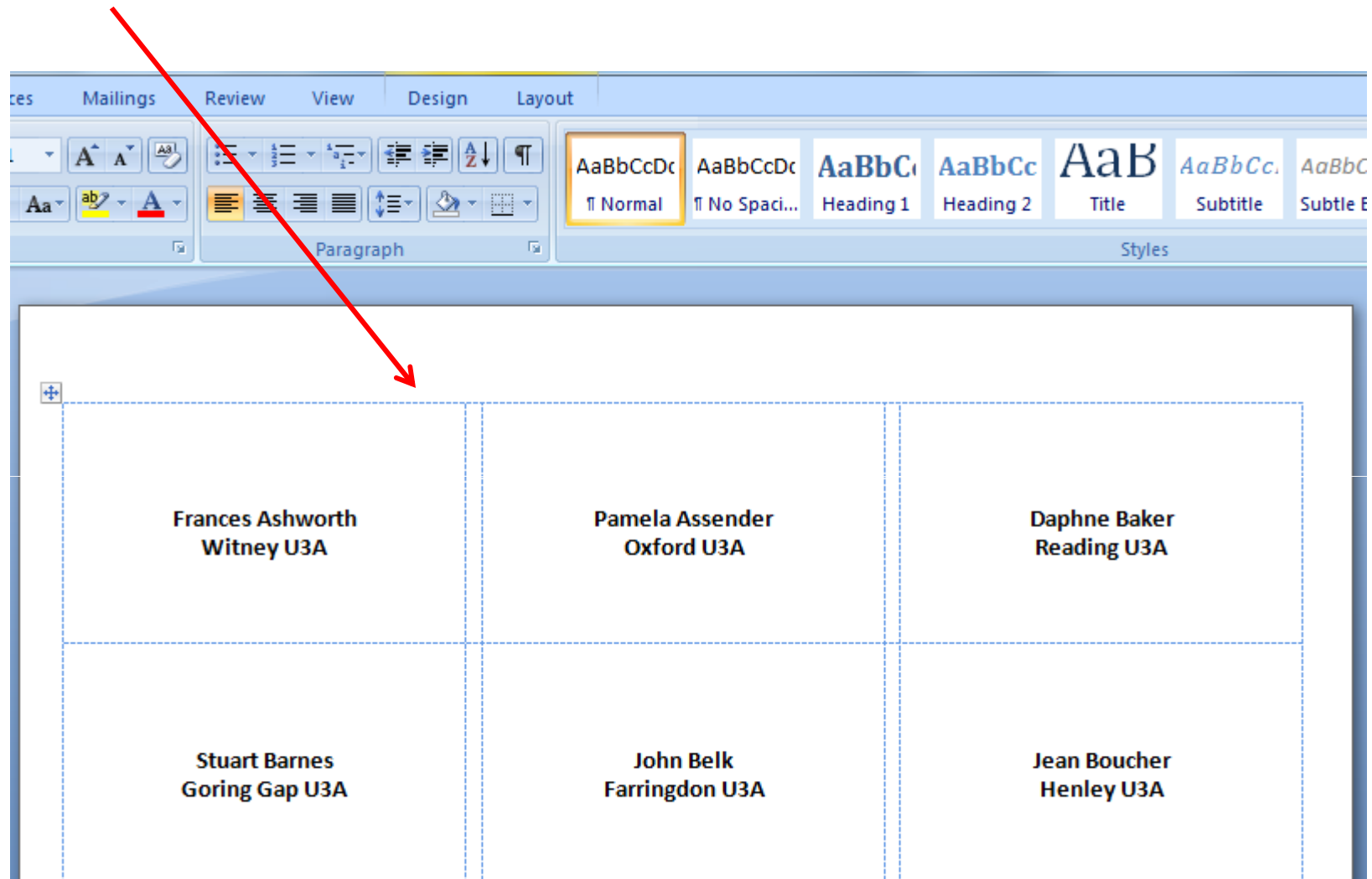
Mailings tab

Select All



Select OK

Check all the names are present



When happy with everything, file with relevant name in selected folder