

# **Computer Classes**

Envelopes and Labels



## **WORD 2019 • PART 6**

### **Labels and Mail Merge**

Using Microsoft Word to set up customized labels can be a great timesaving aid for addressing cards and enhancing gifts. This class covers the step-by-step process used to create labels in Word and includes creating address labels, adding small graphic details to the labels, and previewing and printing the label sheet. We will also cover Mail Merge, which makes creating mailing labels and form letters quick and easy!

Envelopes Labels

Create

#### **Creating Labels**

- 1. Open Microsoft Office Word 2019
- 2. Select Blank Document
- Go to the Mailings tab → Create group → Labels; the Envelopes and Labels dialog box appears
- 4. Make sure the Labels tab is selected
- 5. Click the **Options** button
- In the Label Options dialog box, select the type of labels you have, which should be written on the packaging:
  - Choose the brand name under Label vendors
  - Choose the label type under Product number
  - Today, choose Avery US Letter for the vendor and 8160 for the product number
- 7. Click OK

Label Options				?	×
Printer information <u>C</u> ontinuous-feed printers Page printers Tray:	Default tray (Aut	amatically Sal	ert) 🗸		
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Find updates on Office.com					
Product number:		Label infor	mation		
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Details <u>N</u> ew Label	Delete		ОК	Ca	ncel

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Print	Label
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O Single label Row: 1   Column: 1   ↓	
Before printing, insert labels in your print	er's manual feeder.
Print New Document	Options E-postage Properties

 $\times$ 

8. When the **Envelopes and Labels** dialog box appears again, click **New Document** to create a new sheet of blank labels

**NOTE:** Word assigns the title **Labels1** to the new document.

The black dotted lines on the page indicate the borders of each label, but they do not appear when the document is printed.

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Table	Gridli

**NOTE:** If the gridlines are not visible, go to the **Table Tools Layout** contextual tab $\rightarrow$  **Table** group  $\rightarrow$  **View Gridlines**.

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The labels are a table in Word. To get from label to label, click anywhere in the label area or use the **Tab** key on the keyboard to move the cursor. When using the **Tab** key, the cursor jumps to the space between labels instead of to the next label—hit **Tab** again to advance to the next label.

To create a label, click inside one of the label boxes and begin typing. Today we'll make return address labels, so type in a name and address.

#### Making a Full Page of the Same Label

- Return to the Envelopes and Labels dialog box by clicking on the Mailings tab → Create group → Labels
- 2. Under the **Labels** tab, choose the same options as earlier if necessary
- 3. Before clicking New Document, enter the label text in the **Address** box
- 4. Make sure that **Full page of the same label** is selected in the **Print** section
- 5. Click **New Document**; an entire page of identical labels is created

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Label
Avery US Letter, 8160 Address La Address Labels
's manual feeder.
Options E-postage Properties

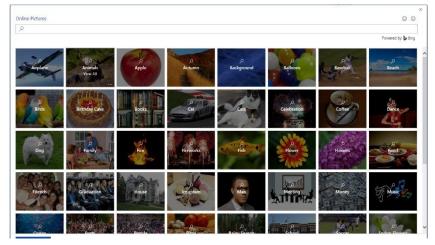
Terri Trainer	Terri Trainer	Terri Trainer
2345 Lee Road	2345 Lee Road	2345 Lee Road
Cleveland Heights, OH 44118	Cleveland Heights, OH 44118	Cleveland Heights, OH 44118
Terri Trainer	Terri Trainer	Terri Trainer
2345 Lee Road	2345 Lee Road	2345 Lee Road
Cleveland Heights, OH 44118	Cleveland Heights, OH 44118	Cleveland Heights, OH 44118
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Cleveland Heights, OH 44118	Cleveland Heights, OH 44118	Cleveland Heights, OH 44118

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#### **Adding Graphics to Labels**

Graphics can be added to labels using either Word's included clip art or an image saved on the computer. To add an image to one label at a time (i.e. different graphics on the same sheet of labels):

- 1. Click in the label where the graphic is to be inserted; if adding a graphic element to a label that contains an address, click to the left of the text
- Go to the Insert tab → Illustrations group → Online Pictures. The Insert Picture window opens.
- 3. Type a keyword or keyword phrase in the **Bing Image Search** box.
- 4. Click **the search icon** or press **Enter** on the keyboard
- 5. Click once on a picture to select it
- 6. Click on **Insert** to add it to the document.



The picture must be formatted to fit inside the box while still accommodating any text or other data on the label.

To resize the graphic:

- 1. Click on the image to select it
- 2. Hover over the corner of the image until the cursor turns into a double-headed arrow
- 3. Hold down the left mouse button and drag in or out to make the image smaller or larger
- 4. Release the mouse button to complete the resizing

It is also necessary to change the image's text wrapping style so that the text flows around it properly. Go to the **Format** sub tab  $\rightarrow$  **Arrange** group  $\rightarrow$  **Wrap Text** and choose the wrapping style **Tight**. Drag the image to the desired location.



Terri Trainer 2645 Lee Road Cleveland Heights, OH 44118 NOTE: The class Graphics in Word 2019 covers using graphic elements in Word more extensively.

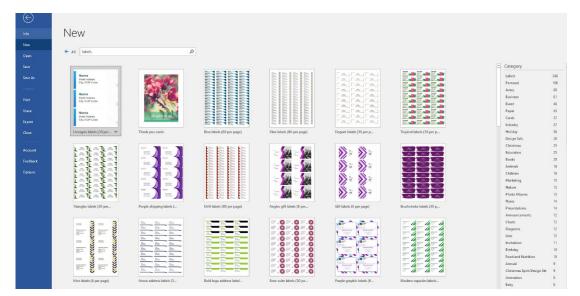
It is also possible to make an entire sheet of labels with the same graphic:

- 1. Create a blank label document and set up one label to the exact specifications, including the graphic
- 2. Make sure that the mouse cursor is somewhere inside the completed label
- Go to the Mailings tab → Create group → Labels; the graphic does not appear in the Address box, but the text does
- 4. Make sure Full page of the same label is selected and click

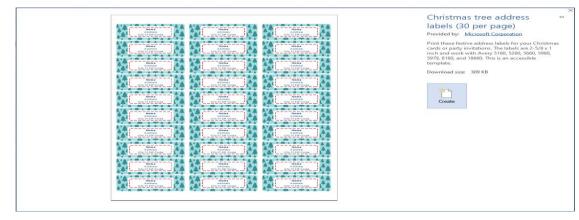
#### **Printing Other Types of Labels**

MS Word 2019 offer a wide assortment of label templates. To find these click on the File tab  $\rightarrow$  New  $\rightarrow$  and either type the word labels in the search box and hit enter or click on the suggested search word labels.

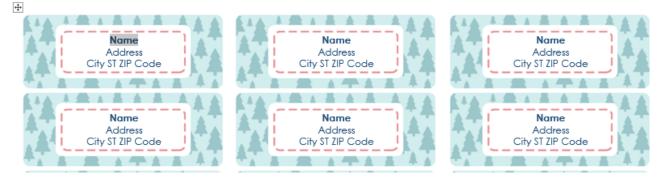
This brings up an assortment of labels for you to choose from. To filter your search further (e.g. for **30 labels per page**), click on one of the categories to the right.



Click on the label template you wish to use to see a larger preview. Then click on the word **Create**. Many of the template labels will give the Avery number the label is associated with.



This gives you a sheet of labels that all you need to do is to fill the asked for information by clicking on the placeholders and typing new information. The labels will automatically update when you click outside the placeholder.



This gives you simple easy to use labels. Follow the directions on page 10 to print.

Throughout this class, we have referenced the Avery number. Avery is considered the standard in labels. Non-Avery labels generally include the corresponding Avery number.



If you have labels that do not show an Avery number, you can check the label manufactures website to see if they list the Avery equivalent or do a quick Google search to come up with the Avery equivalent number.

#### Mail Merge

**Mail Merge** is used for creating a set of documents, such as form letters, that can be personalized. Each document contains the same basic information, yet some of its content is unique. The names and addresses are different on each letter, but some of the content within the body of the letter may be different as well. The unique information in each letter comes from entries in a data source. Mail Merge can easily be applied to labels.

The mail merge process follows several steps:

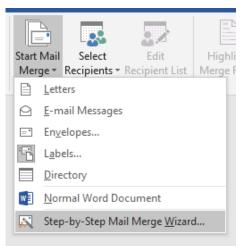
- 1. Set up the main document: The main document contains the text and graphics that are the same for each version of the merged document. For example, the return address in a letter.
- 2. **Connect the document to a data source:** A data source is a file that contains the information to be merged into a document. For example, the names and addresses of the recipients of a letter.
- 3. Add placeholders, called mail merge fields, to the document: When a mail merge is performed, the mail merge fields are filled with information from the data file.
- 4. Refine the list of recipients or items: Microsoft Word generates a copy of the main document for each recipient or item in the data file. To generate copies for only certain items in the data file, choose which items (recipients) to include.
- 5. Preview and complete the merge: Preview each copy of the document before printing the whole set.

#### **Mail Merge Wizard**

Word has a Mail Merge Wizard to guide you step-by-step through the mail merge process.

1. Open a new blank document

2. Go to the Mailings tab → Start Mail Merge group → Start Mail Merge command → Step by Step Mail Merge Wizard



The Mail Merge pane appears on the right side of the screen.

- 1. In Step 1, make sure the Labels bullet is selected under the Select document type
- 2. Click Next: Starting document at the bottom of the pane under Step 1 of 6
- In Step 2, make sure the Change document layout bullet is selected under Select starting document. Click on the Label options link Choose a label type (such as Avery 8160) and click OK; the placeholder labels appear
- 4. Click **Next: Select recipients** at the bottom of the pane under **Step 2 of 6**

**NOTE:** If the gridlines are not visible, go to the **Table Tools Layout** contextual tab $\rightarrow$  **Table** group  $\rightarrow$  **View Gridlines**.

#### **Creating the Recipient List**

Word needs the **data source** document (the list of sending your letter) to be formatted in a specific way.

- Use an existing list
- Select from Outlook contacts
- Type a new list
- 1. In Step 3, select the bullet next to Type a new list
- Under the Type a new List section, click Create; the New Address List dialog box appears

Mail Merge	
elect document type	
What type of document are y	ou working on?
○ Letters	
O E-mail messages	
O Envelopes	
Labels	
O Directory	

**-** X

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2

Mail Merge

Select recipients

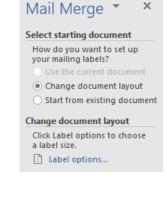
🔘 Use an existing list

Type a new list

Create...

Type a new list Type the names and addresses of recipients.

Select from Outlook contacts



people to whom you are

The options are:

	Mail Merge 🔹 🗙
ist	Select recipients
	<ul> <li>Select from Outlook contacts</li> </ul>
	• Type a new list
_ /	Type a new list
	Type the names and addresses of recipients.
	Create
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3. Resize the box as needed by dragging from the bottom right corner

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Title	🔫 Fi	rst Name	-	Last Name	•	Company	Name 👻	Addr	ress Line '	1 👻
<										
< <u>N</u> ew Entry										

- 4. Click inside the **Title** box of the first entry; type **Mr**.
- 5. Press the Tab key on the keyboard to move to First Name; type Stephen
- 6. Press the Tab key to move to Last Name; type King
- 7. Press the Tab key twice to move to Address Line 1; type 1313 Misery Lane
- 8. Press the **Tab** key twice to move to **City**; type **University Heights**
- 9. Press the **Tab** key to move to **State**; type **Ohio**
- 10. Press the **Tab** key to move to **Zip**; type 44118
- 11. The first entry is finished. To start a new entry, click the **New Entry** button at the bottom
- 12. Repeat the process to add the next 2 entries:

ur data so	urce and any	y recipient list fields t	hanges in the table b o which they have be		
Title	being edited	: list.mdb First Name 🗸	Last Name 👻	Company Name 👻	Address Line 1
> Mr.		Stephen	King		
Ms.		Stephanie	Meyer		1718 Twilight B.
Ms.		Anne	Rice		1929 Pont du L
•					
New Entry		Eind			

- Ms. Stephenie Meyer, 1718 Twilight Boulevard, Cleveland Heights, Ohio, 44118
- Ms. Anne Rice, 1929 Pont du Lac Lane, Cleveland Heights, Ohio, 44121
- 13. Click OK
- 14. In the Save Address List dialog box, type My\_List into the File name box
- 15. Click Save; the Mail Merge Recipients dialog box opens

his is the list of rec heckboxes to add o	pients th or remove	e recipients from	your merge. Use the o the merge. When your	list is ready, di	add to or change your ck OK.	list. Use	the
Data Source		Last Name	<ul> <li>First Name</li> </ul>		<ul> <li>Company Name</li> </ul>	-	Addres
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Vly List.mdb	~	Meyer	Stephanie	Ms.			1718 1
My List.mdb	~	Rice	Anne	Ms.			1929 P
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#### **Customizing the Recipient List**

To add a field to the recipient list:

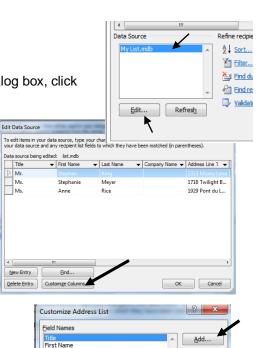
1. In the **Data Source** section of the **Mail Merge Recipients** dialog box, click on **My\_List.mdb** 

rce, you must save or discard any changes. Do you want to save the changes you have made to this data

Add Field

- 2. Click the Edit button just below the Data Source box
- 3. In the Edit Data Source dialog box, click Customize Columns
- 4. In the **Microsoft Word** dialog box, click **Yes** to save changes

Yes No Cancel



Delete

Rename...

Move Up

Move Down

Cancel

OK

Last Name

City State

ZIP Code Country or Regio Home Phone Work Phone E-mail Address

Company Name

Address Line 1

Address Line 2

List dialog box, click Add6. In the Add Field dialog box, type Mobile Phone in the

Type a name for your field

5. In the Customize Address

Type a name for your field Mobile Phone OK Cancel

? X

box 7. Click **OK** 

Microsoft Word

Before you can cu

Was this information helpful?

To rearrange the order in which the fields appear, select the field to be moved and click the **Move Up** or **Move Down** button to move the field up or down in the order.

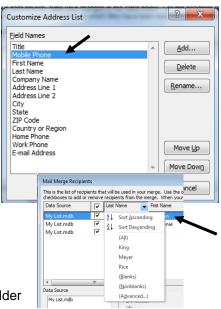
- 8. Move the **Mobile Phone** field between **Home Phone** and **Work Phone** in the **Customize Address List**
- 9. Click OK
- 10. Click OK on the Edit Data Source dialog box
- 11. In the dialog box that appears, click Yes

**NOTE:** Do not delete fields if you plan to use them for other projects—Mail Merge uses only the fields it needs for the current project.

#### Sorting the Recipient List

The entries in an address list can be **sorted** by clicking on the heading of the column by which you want to sort.

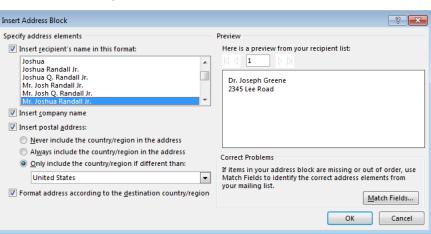
- 1. Click the Last Name heading down arrow
- 2. Select Sort Ascending from the drop-down menu
- 3. Make sure all of the information is correct and click **OK**; the placeholder «**Next Record**» is added to each label



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

**NOTE:** After being saved, the list of recipients can be sorted by clicking on the column headings; click **Last Name** to sort by last name, **Company Name** to sort by company name, etc. To change the sort from ascending to descending, click the heading again.

- 1. Click Next: Arrange your labels at the bottom of the pane
- 2. Click on Address Block
- 3. In the **Insert Address Block** dialog box, specify which address elements should be included on the label and how they should be formatted; a preview appears in window on the right
- 4. Click OK
- Click Update all labels to apply this formatting to all of the labels; the placeholder «AddressBlock» is added to



«AddressBlock»	«Next Record»«AddressBlock»	«Next Record»«AddressBlock»
«Next Record»«AddressBlock»	«Next Record»«AddressBlock»	«Next Record»«AddressBlock»

each label

- 6. Click **Next: Preview your labels**, which inserts all of the names from the data source list into the page of labels to be previewed
- 7. Click **Next: Complete the merge** to move to the final step of the process; on this final mail merge pane are options to **Print** the labels or **Edit individual labels** to make additional changes

#### **Printing Labels**

- When first printing labels, feed only one sheet at a time. Some printers cannot handle more than one label sheet and will jam if multiple pages of labels are inserted.
- Place the sheet into the printer tray with the proper side facing up. The documentation that came with the printer should indicate which way the labels must be placed in the tray/feeder.

Make sure you have the right labels for the printer. Inkjet and LaserJet printers require different types of labels-using the wrong labels could cause damage to the printer.

E		Labels6 - Word			? — 🗇 Joseph Kaiser -
Info	Print				
New	Copies: 1 🗘				
Open					
Save	Print	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	
Save As	Printer	clavalana nagna, chi 4411a	Cavaland Haights, OH 44118	Cleveland Heights, OH HILLS	
Print	HKICOFFICE01 on chprint	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	
Share	Printer Properties	cleveland Heights, OH 44116	Cleveland Heights, OH 44128	Cleverand Heights, OH HILLS	
Export	Settings	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	
Close	Print All Pages The whole thing	cleveland neights, on series		Cleveland Reights, OR 44116	
	Pages:	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	
Account	Print One Sided Only print on one side of th	Cleveland Heights, OH 44110	Cleveland Reights, OR 44116	Cleverand Heights, OH 44116	
Options	Collated	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	
	Portrait Orientation -				
	Letter	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	
	8.5"×11"				
	Custom Margins 👻	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	
	1 Page Per Sheet 👻				
	Page Setup	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	
		Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	
		Tarri Trainar 2345 Lae Road Cleveland Heights, OH 44118	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44118	Terri Trainer 2345 Lee Road Cleveland Heights, OH 44115	
		1 of 1 >		76% -	

- Always **preview** the document before printing by going to the **File** tab  $\rightarrow$  **Print**.
- If changes or corrections are necessary, click on the Home tab to return to the document; otherwise, choose your settings and click Print.

#### Mail Merge for Letters.

The process for using Mail Merge for Letters is basically the same as we did for labels except with the following changes at the beginning.

- 1. In Step 1, make sure the Letters bullet is selected under the Select document type
- Click Next: Starting document at the bottom of the pane under Step 1 of 6
- In Step 2, make sure the Use the current document bullet is selected under 3. Select starting document and continue through your process of creating or importing your recipients list.

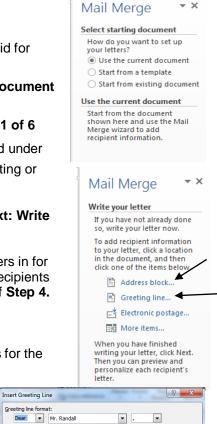
After you have finished Step 3 in the Mail Merge process you will click Next: Write your letter at the bottom of the Step 3 pane

You can now write your letter as you wish but remember to put place holders in for the information you want to merge. For example if you wish to put in the recipients address you would click Address block in the Write your letter section of Step 4.

If necessary, check the **Insert recipient's name in this format** checkbox

The **Insert Address Block** dialog box appears with several format options for the address block; select the desired format

NOTE: Using the formal option Mr. Joshua Randall Jr. includes a title and a suffix. If an entry does not include a title or suffix, the element is automatically omitted and the formatting automatically adjusted.



Deal		Mr. Kanuali		· ·	,		
Greeting lin Dear S	e for inva ir or Mada		t names:				
Preview							
Here is a pr		om your red > D	ipient list:				
Dear	Mr. King,						
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						Match	n Field
					ОК		Ca

Insert Greeting Line

Click the right arrow under Here is a preview from your recipient list to view other recipients and Click OK.

You can also put in a **Greeting Line** by clicking on **Greeting line** in the **Step 4** pane; the **Insert Greeting Line** dialog box opens

Choose a format for the greeting and click OK and you will see a place holder for «GreetingLine».

You can now write your letter and proceed to Step 5 Preview your letters and Step 6 Complete the merge.

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File Home Insert Design Layout References Mailings Review	View Heip Q Tell me what you want to do		₽ Share				
$ \begin{array}{c} & \underset{l \ge copy}{{\underset{l \ge cop}{\atop}}{\underset{l \ge copy}{{\underset{l \ge cop}{\atop}}{\underset{l \ge copy}{\atop}}}}}}}}}}}} } } } } } } } } } } } } $	Image: Interse Control     Image: Inters	No Select					
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		Step 4 of 6 → Next: Preview ye ← Previous: Select					
Page 1 of 1 51 words []	1 II		+ 100%				

#### Opening a Document Set Up for a Mail Merge

Go to File  $\rightarrow$  Open  $\rightarrow$  MailMergeLetter to open the file. A warning appears, indicating that a data source is connected to the document; click Yes.

Go to Mailings tab  $\rightarrow$  Start Mail Merge group  $\rightarrow$  Start Mail Merge command  $\rightarrow$  Step by Step Mail Merge Wizard to continue with the mail merge as previously described.

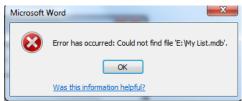
If the Data Source file has moved or the name has been changed, several steps must be taken before the file is properly attached for the merge:

1. In the Microsoft Word warning dialog box, click Yes

Microsoft Word						
Opening this documen	it will run the following SQL command:					
SELECT * FROM `Offic	SELECT * FROM `Office Address List`					
Data from your datab	Data from your database will be placed in the document. Do you want to continue?					
Show Help >>						
Yes No Help Was this information helpful?						
	Data Link Properties  Provider Connection Advanced All					
	Specify the following to connect to this data:					
en changed,	1. Enter the data source and/or location of the data: Data Source: E:My List mdb					
attached for the	Location:					
	2. Enter information to log on to the server: Use Windows NT Integrated security					
	Use a specific user name and password:					
′es	User name: Admin					
	Passwora:     Idenk password     Allow saving password					

OK Cancel He

2. In the Microsoft Word error dialog box, click OK



- 3. In the Data Link Properties dialog box, click OK
- 4. The Microsoft Word Error dialog box returns; click OK
- 5. In the Select Data Source dialog box, navigate to the data source file and click on it
- 6. Click Open in the Select Data Source dialog box

W Select Data Source	1 V - 1 - 1	Salin plat	X
😋 🗢 🗟 « My Docu	ments 🕨 My Data Sources 🔹 🗸	Search My Data Sources	з <b>,</b> 2
Organize 🔻 New folde	r		
<ul> <li>▲ Favorites</li> <li>② Recent Places</li> <li>③ Downloads</li> <li>○ Desktop</li> <li>○ Libraries</li> <li>○ Libraries</li> <li>○ Libraries</li> <li>○ Computer</li> <li>③ Ch8</li> <li>○ Computer</li> <li>③ OS (C:)</li> <li>② DVD RW Drive</li> <li>○ S items</li> </ul>	Name  *  +Connect to New Data Source * +NewSQLServerConnection * My List	9/25/2000 3:08 PM 9/25/2000 3:08 PM	Type Microsoft Of Microsoft Ac
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