

### Creating Labels using Mail Merge

- 1) You must first have data in the form of an excel spreadsheet that has column headers.
- 2) Open Word
- 3) Click Start Mail Merge on the menu bar, select labels, and then select the label that you will use. *The number is on the box of labels.*
- 4) Click on Select Recipients then select use existing list, then Browse to find the excel file you wish to pull data from.
- 5) Click Insert Merge Field and select, in the desired order, the fields you wish to include on the labels.
- 6) You may add other descriptor words to appear by typing them in where you want them to appear.
- 7) Click Update labels
- 8) Click Preview Results
- 9) Insert labels in the Printer Bypass then print.