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Mail Merge to Avery[®] Labels in Microsoft[®] Word 2007, 2003 & 2002/XP, 2000 & 97 for Windows[®]

This bulletin has 3 segments - separate steps for the following versions:

A. Microsoft Word 2003 & 2002/XP

- [Create a Database and Use the Mail Merge Wizard](#)
- [Use an Existing Microsoft[®] Word Database and the Mail Merge Wizard](#)

B. Microsoft Word 2007

- [Create a Database and Use the Mail Merge Wizard](#)
- [Use an Existing Microsoft[®] Word Database and the Mail Merge Wizard](#)

C. Microsoft Word 2000 & 97

- [Create a Database and Use the Mail Merge Command](#)
 - [Use an Existing Microsoft[®] Word Database and the Mail Merge Command](#)
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A. Microsoft Word 2003 & 2002/XP

Follow the steps below to help you use the mail merge feature in Microsoft® Word 2003 & 2002/XP to print on your Avery® labels. Two sections are provided:

- Create a Database using the Mail Merge Wizard
- Use an Existing Database and the Mail Merge Wizard

Create a Database and Use the Mail Merge Wizard

1. Create a new document and then select **Tools > Letters and Mailings > Mail Merge Wizard**.
2. The **Mail Merge Task Pane** appears. Select **Labels**. Click **Next: Starting document**.
3. Select **Change document layout**. Click **Label options**.
4. In **Label Options**, select the label you will be using and click **OK**.
5. Click **Next: Select recipients**. Select **Type a new list**. Click **Create**. The **New Address List** dialog box displays.
6. Click **Customize** to edit the field names. The **Customize Address List** dialog box appears.

*Helpful Hint: To add a field name, click **Add**. Type the new field name and click **OK**. If necessary, reorder the field names using **Move Up** or **Move Down** on the right.*

7. Click **OK** when finished with any changes. The customized **New Address List** dialog box appears.
8. Type in the address information in the **New Address List** dialog box for all of the entries in your list. Click **New Entry** to enter the second name and address information.

*Helpful Hint: Use **Tab** or **Enter** to move between fields. Do not include extra spaces or punctuation marks, like commas, in an entry.*

9. When finished entering the names and addresses, click **Close**. The **Save Address List** dialog box appears.

10. Save the new data source you have just created. Click **Save** or press **Enter**.

*Helpful Hint: By default, the address list is saved in the **My Data Sources** folder. It is best to keep the address list here because this is the default folder in which Microsoft® Word looks for data source files.*

11. The **Mail Merge Recipients** dialog box appears. Click **OK**.

Helpful Hint: To sort the records alphabetically before merging, click the appropriate column heading.

12. The activated **Mail Merge** toolbar and the next set of steps appear in the **Task Pane**. Click **Next: Arrange your labels**
13. Click **Address block** to insert the address block field code in the first label. The **Insert Address Block** dialog box displays.
14. Click **OK** to accept the default settings.
15. To copy the format and layout of the first label to all the other labels on the page, click **Update all labels**.

*Helpful Hint: If the **Update all labels** button is not visible, scroll to the bottom of the **Task Pane**.*

16. Click **Next: Preview your labels**. The mail merge document appears merged with the file that was created earlier.
17. Click **Next: Complete the merge** to complete the **Mail Merge Wizard** and print the labels. Test print the first page on plain paper. When satisfied with the test print, repeat the print process to print the entire list onto your Avery® product.

IMPORTANT: When closing open document windows in Microsoft® Word, be sure to save the data file when prompted.



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Use an Existing Microsoft® Word Database and the Mail Merge Wizard

1. Create a new document and then select **Tools > Letters and Mailings > Mail Merge Wizard**.
2. The **Mail Merge Task Pane** appears. Select **Labels**. Click **Next: Starting document**.
3. Select **Change document layout**. Click **Label options**.
4. In **Label Options**, select the label you will be using and click **OK**.
5. Click **Next: Select recipients**. The next set of steps appears in the **Task Pane**. Select **Use an existing list**. Click **Browse**.
6. The **Select Data Source** dialog box displays. Locate an existing file. To open the file, click on the file name and click **Open** or double-click the file name.
7. The **Mail Merge Recipients** dialog box displays. Click **OK**.

*Helpful Hint: To add information to the database, click **Edit** in **Mail Merge Recipients**. Click **New Entry**. Add the new information. Click **Close**. To edit existing information, click **Edit** in **Mail Merge Recipients**. Make the desired changes. Click **Close**.*

8. The next set of steps appears in the **Task Pane**. Click **Next: Arrange you labels**.

9. Click **Address block** to insert the address block field code in the first label. The **Insert Address Block** dialog box displays.
10. Click **OK** to accept the default settings.
11. To copy the format and layout of the first label to all the other labels on the page, click **Update all labels**.

*Helpful Hint: If the **Update all labels** button is not visible, scroll to the bottom of the **Task Pane**.*

12. Click **Next: Preview your labels**. The mail merge document appears merged with an existing database file.
13. Click **Next: Complete the merge** to complete the **Mail Merge Wizard** and print the labels. Test print the first page on plain paper. When satisfied with the test print, repeat the print process to print the entire list onto your Avery® product.

IMPORTANT: When closing open document windows in Microsoft® Word, be sure to save the data file when prompted.



B. Microsoft Word 2007

Follow the steps below to help you use the mail merge feature in Microsoft® Word 2007 to print on your Avery® labels. Two sections are provided:

- Create a Database using the Mail Merge Wizard
- Use an Existing Database and the Mail Merge Wizard

Create a Database and Use the Mail Merge Wizard

1. Create a new document and then click the **Mailings Tab** on the Ribbon.
2. From the **Start Mail Merge** group select **Start Mail Merge > Step by Step Mail Merge Wizard**.
3. The **Mail Merge Task Pane** appears. Select **Labels**. Click **Next: Starting document**.
4. Select **Change document layout**. Click **Label options**.
5. In **Label Options**, select the label you will be using and click **OK**.
6. Click **Next: Select recipients**. Select **Type a new list**. Click **Create**. The **New Address List** dialog box displays.
7. Click **Customize Columns** to edit the field names. The **Customize Address List** dialog box appears.

*Helpful Hint: To add a field name, click **Add**. Type the new field name and click **OK**. If necessary, reorder the field names using **Move Up** or **Move Down** on the right.*

8. Click **OK** when finished with any changes. The customized **New Address List** dialog box appears.
9. Type in the address information in the **New Address List** dialog box for all of the entries in your list. Click **New Entry** to enter the second name and address information.

*Helpful Hint: Use **Tab** or **Enter** to move between fields. Do not include extra spaces or punctuation marks, like commas, in an entry.*

10. When finished entering the names and addresses, click **OK**. The **Save Address List** dialog box appears.

11. Save the new data source you have just created. Click **Save** or press **Enter**.

*Helpful Hint: By default, the address list is saved in the **My Data Sources** folder. It is best to keep the address list here because this is the default folder in which Microsoft® Word looks for data source files.*

12. The **Mail Merge Recipients** dialog box appears. Click **OK**.

Helpful Hint: To sort the records alphabetically before merging, click the appropriate column heading.

13. The next set of steps appear in the **Task Pane**. Click **Next: Arrange your labels**

14. Click **Address block** to insert the address block field code in the first label. The **Insert Address Block** dialog box displays.

15. Click **OK** to accept the default settings.

16. To copy the format and layout of the first label to all the other labels on the page, click **Update all labels**.

*Helpful Hint: If the **Update all labels** button is not visible, scroll to the bottom of the **Task Pane**.*

17. Click **Next: Preview your labels**. The mail merge document appears merged with the file that was created earlier.

18. Click **Next: Complete the merge** to complete the **Mail Merge Wizard** and print the labels. Test print the first page on plain paper. When satisfied with the test print, repeat the print process to print the entire list onto your Avery® product.

IMPORTANT: When closing open document windows in Microsoft® Word, be sure to save the data file when prompted.



Use an Existing Microsoft® Word Database and the Mail Merge Wizard

1. Create a new document and then click the **Mailings Tab** on the Ribbon.
2. From the Start Mail Merge group select **Start Mail Merge > Step by Step Mail Merge Wizard**.
3. The **Mail Merge Task Pane** appears. Select **Labels**. Click **Next: Starting document**.
4. Select **Change document layout**. Click **Label options**.
5. In **Label Options**, select the label you will be using and click **OK**.
6. Click **Next: Select recipients**. The next set of steps appears in the **Task Pane**. Select **Use an existing list**. Click **Browse**.
7. The **Select Data Source** dialog box displays. Locate an existing file. To open the file, click on the file name and click **Open** or double-click the file name.
8. The **Mail Merge Recipients** dialog box displays. Click **OK**.

*Helpful Hint: To add information to the database, click **Edit** in **Mail Merge Recipients**. Click **New Entry**. Add the new information. Click **Close**. To edit existing information, click **Edit** in **Mail Merge Recipients**. Make the desired changes. Click **Close**.*

9. The next set of steps appears in the **Task Pane**. Click **Next: Arrange you labels**.

10. Click **Address block** to insert the address block field code in the first label. The **Insert Address Block** dialog box displays.
11. Click **OK** to accept the default settings.
12. To copy the format and layout of the first label to all the other labels on the page, click **Update all labels**.

*Helpful Hint: If the **Update all labels** button is not visible, scroll to the bottom of the **Task Pane**.*

13. Click **Next: Preview your labels**. The mail merge document appears merged with an existing database file.
14. Click **Next: Complete the merge** to complete the **Mail Merge Wizard** and print the labels. Test print the first page on plain paper. When satisfied with the test print, repeat the print process to print the entire list onto your Avery® product.

IMPORTANT: When closing open document windows in Microsoft® Word, be sure to save the data file when prompted.



C. Microsoft Word 2000 & 97

Follow the steps below to help you use the mail merge feature in Microsoft® Word 2000 & 97 to print on your Avery® labels. Two sections are provided:

- Create a Database with Mail Merge
- Use an Existing Database with Mail Merge

Create a Database and Use the Mail Merge Command

1. Create a new document and then select **Tools > Mail Merge**.
2. The **Mail Merge Helper** dialog box appears. Click **Create > Mailing Labels**.
3. Click **New Main Document**.
4. Click **Get Data** then select **Create Data Source**.

*Helpful Hint: To remove a field name from the **Field names in the header row** box, select the field name and click **Remove Field Name**. To add a field name, type the name in the **Field name** text box. Do not include spaces. Click **Add Field Name**. If necessary, reorder the field names using the **Move** arrows on the right.*

5. When the field name changes are complete, click **OK**.
6. In the **Save As** dialog box select the desired file location. Name the file. Click **Save** or press **Enter**.
7. Click **Edit Data Source**. Type in the data information in the **Data Form** dialog box for all of the entries in your list. Click **Add New** for each subsequent entry. Do not click **OK** until you have entered all the data.

*Helpful Hint: Use **Tab** or **Enter** to move between fields. Do not include extra spaces or punctuation marks, like commas, in an entry.*

8. When finished, click **OK**.
9. The **Mail Merge** toolbar appears. Click **Mail Merge Helper**.
10. The **Mail Merge Helper** dialog box appears. Click **Setup**.
11. In **Label Options**, select the label you will be using and click **OK**.

12. Click **Insert Merge Field** to reveal the selected field names.
13. Click on the field names to add them to the sample label. Press the **Spacebar** to insert a space between field names and use the **Enter** key to move to a new line.
14. Format the text as desired.

*Helpful Hint: Include any punctuation or additional characters, such as commas or spaces as in: City, State Zip. To change the font or paragraph alignment, highlight the text, right-click and select **Font** or **Paragraph** from the menu.*

15. Click **OK** when finished with any changes.
16. The **Mail Merge Helper** dialog box appears. Click **Merge**.
17. Make any necessary merge selections. Click **Merge**.

*Helpful Hint: To sort the records in alphabetical or numerical order before merging, click **Query Options** and select the **Sort Records** tab.*

18. You are now ready to print your labels. Select **File > Print**. Test print the first page on plain paper. Enter your print settings. Click **OK**. When satisfied with the test print, print onto your Avery® product.

IMPORTANT: When closing open document windows in Microsoft® Word, be sure to save the data file when prompted.

Use an Existing Microsoft® Word Database and the Mail Merge Command

1. Create a new document and then select **Tools > Mail Merge**.
2. The **Mail Merge Helper** dialog box appears. Click **Create > Mailing Labels**.
3. Click **New Main Document**.
4. Click **Get Data** then select **Open Data Source**.
5. To open a file, click on the file name and click **Open** or double-click the file name.
6. Click **Set Up Main Document**.
7. In **Label Options**, select the label you will be using and click **OK**.
8. Click **Insert Merge Field** to reveal the selected field names.



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9. Click on the field names to add them to the sample label. Press the **Spacebar** to insert space between field names and use the **Enter** key to move to a new line.
10. Format the text as desired.

*Helpful Hint: Include any punctuation or additional characters, such as commas or spaces as in: City, State Zip. To change the font or paragraph alignment, highlight the text, right-click and select **Font** or **Paragraph** from the menu.*

11. Click **OK** when finished with any changes.
12. The **Mail Merge Helper** dialog box appears. Click **Merge**.
13. Make any necessary merge selections. Click **Merge**.

*Helpful Hint: To sort the records in alphabetical or numerical order before merging, click **Query Options** and select the **Sort Records** tab.*

14. You are now ready to print your labels. Select **File > Print**. Test print the first page on plain paper. Enter your print settings. Click **OK**. When satisfied with the test print, print onto your Avery® product.

IMPORTANT: When closing open document windows in Microsoft® Word, be sure to save the data file when prompted.

If you need further assistance, please call Avery Software Support at 888-835-8379.

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