

**WCS Bookkeepers’ Blogs**

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# Current Forum questions:

How do I print a mailing list from a document onto labels using mail merge?

# Solutions: Collapse this imageExpand this image

This is an issue we are faced with from time to time…some more often than others. This process has a few steps but after the initial set up, it is simple and will save you a lot of time. Follow the steps below:

* Set up your mailing list in excel by using headers for each field such as First Name in column A, last name in column B, Address in Column C, then City, State, Zip Code in column D. Then beginning in row 1 enter the first person on the list. Enter the next in Row 2, etc. Do this until you have completed all of the information for you mailing list
* Save the file to your documents or other location of your preference
* Open a new Word document
* Click Mailings, Start Mail Merge, click labels
* When the box opens up, you will go to Label Vendors and look for your label then select the label you will be using and click OK.(Most of us use Aery and I believe every Avery label is listed here)
* Click Select Recipients
* Click use an Existing List
* Select your Excel Workbook that you will be using for the merge
* The next screen to open will have multiple lines that looks like <<Next Record>> repeated several times
* Your curser should be sitting in the blank space in the upper left hand of the sheet
* Click on Insert Merge Field in the Ribbon and select First Name, click it again and select Last Name. **Do not hit the space bar in between these first and last name fields!!** Then hit enter and go back to Insert Merge Field and click address, then enter then Insert Merge Field and City\_State\_Zip\_Code
* Click update Labels and all of your information should be displayed as you have it entered in your Excel file
* Click Finish & Merge then printCollapse this imageExpand this image