## Quick Sheet: Merge to make Badges or Labels Pulling Data from Excel

(without using the Mail Merge Wizard)

Open a new Word document, on the Mailings tab, under Start Mail Merge choose Labels

Start Mail	Select	Edit	Higl		
		• Recipient List	Merg		
<u>L</u> ette	ers				
<u>⊡</u> <u>E</u> -m	<u>E</u> -mail Messages				
E En <u>v</u> elopes					
்த L <u>a</u> bels					
Direc	Directory				
Morr	Normal Word Document				
🔊 Step	Step-by-Step Mail Merge <u>W</u> izard				

**Label Options** – find your label or badge type & click **OK.** Notice the **Bypass Tray** is selected & be sure the badges or labels are specific for copiers. (use only for high heat)

Label Options	? ×
Printer information   © <u>C</u> ontinuous-feed printers	
Page printers <u>T</u> ray: Bypass Tray	•
Label information	
Label vendors: Avery US Letter	•
Find updates on Office.com	
Product n <u>u</u> mber:	Label information
72466 Removable Classic Shape Labels 72467 Removable Classic Shape Labels 72468 Removable Classic Shape Labels 72469 Removable Classic Shape Labels	Type: Removable Classic Shape Labels   Height: 1.65"   Width: 3.75"
72470 Removable Classic Shape Labels 72471 Removable Classic Shape Labels	Page size: 4" × 6"
Details New Label Delete	OK Cancel

Under the Table Tools, on the Layout tab, click on View Gridlines.

TABLE TOOLS		Select	View	Properties
DESIGN	LAYOUT	*	Gridlines Table	

Back to the **Mailings** tab, drop down under the **Select Recipients**, choose **Use Existing List** & navigate to your excel file.

Select	Edit	Highlight A		
Recipients 🕶 🛛	ecipient List	Merge Fields		
Iype a <u>N</u> ew List				
📖 Us <u>e</u> an Existing List				
Last Choose from Outlook Contacts				

When you are at the **Select Table**, select the correct sheet. The example workbook below only has one sheet & it has been named.

Select Table		? <mark>×</mark>		J	
	Name	Description	Modified	Created	
ſ	III NameAddess2012\$		10/12/2012 1:55:09 PM	10/12/2012 1:55:09 PN	
	•			•	
	First row of data contains co	olumn headers	0	K Cancel	

Place you cursor in the place in the first badge/label where you want the data to be inserted.



Go to the **Mailings** tab, **Write & Insert Fields** grouping, **Insert Merge Field** drop down & click to add, placing your cursor in the correct location on the label. If it is a complete **Address Block**, choose that icon. At this point you are still in the first label as shown above.



**IMPORTANT**: Click on **Update Lables** 

## Now you can, Preview Results. Under Finish & Merge, choose Edit Individual Documents

