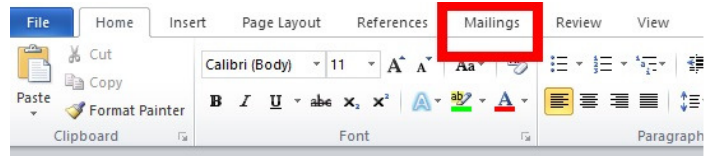


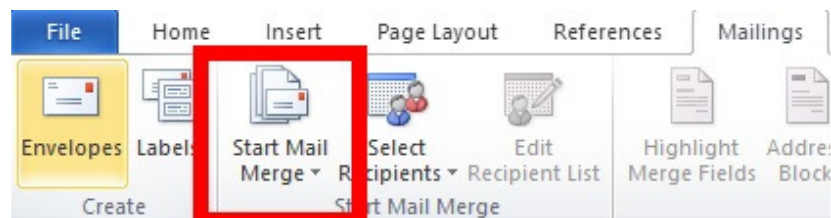
How to create labels from an Excel spreadsheet

1. Open Word with a blank page.

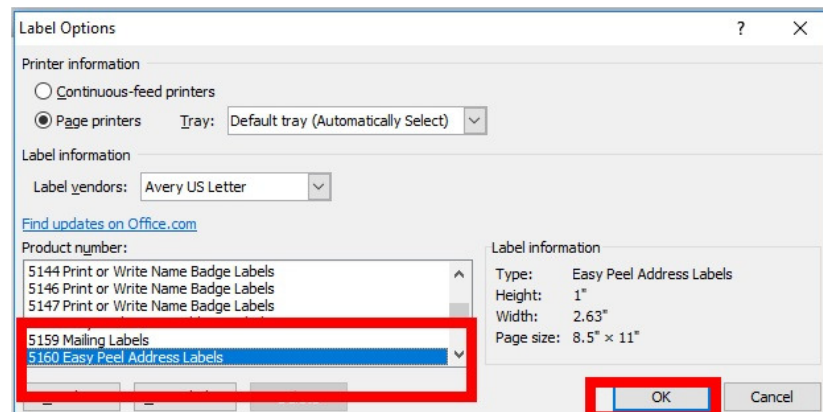
2. Click the “Mailings” tab
(Red box)



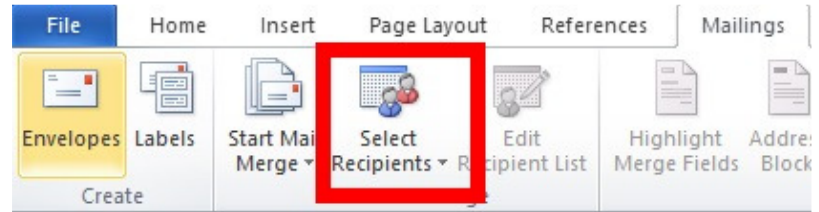
3. Click the “Start Mail Merge” choice in the ribbon. (Red box) and select “Labels from the drop down menu.



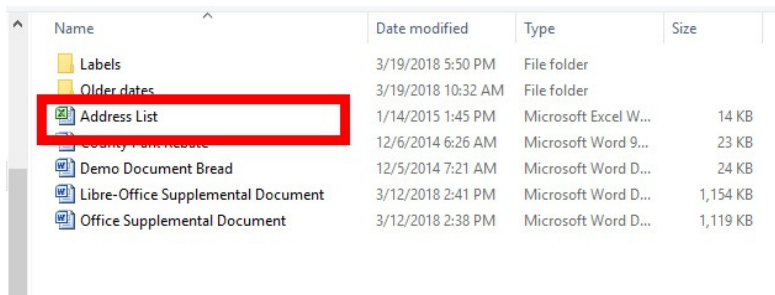
4. In the window that appears choose your label format. I chose Avery 5160 since it is a very good mailing label size. (Red box)



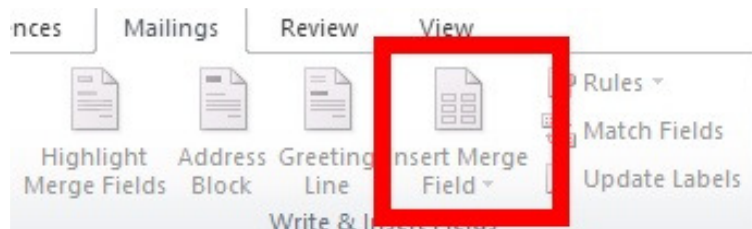
- Next click “Select Recipients” (Red box.) and in the drop down menu, select “Use an existing list”.



- In the Drop down window, find your Excel file and select it. (Red box)

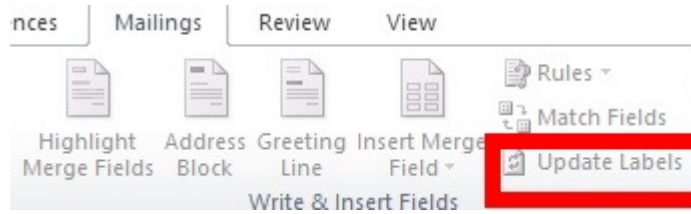


- Next select “Insert Merge Field” and choose your fields from the drop down menu. Be sure to format after inserting a field. (Red Box)

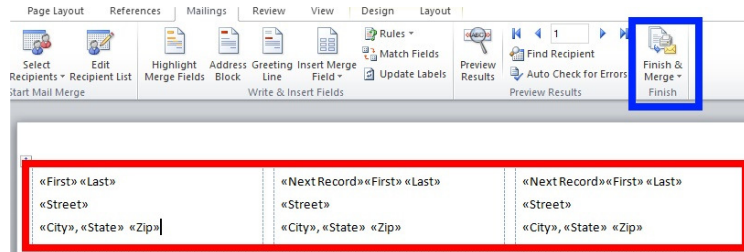


- Repeat the process for each item you want to place on the label.

9. When the label is filled out properly, click the “Update Labels” in the ribbon area. (Red box)



10. Your labels should look like this (Red box.) If they do, select “Finish & Merge” (Blue box.)



11. A drop down will appear, select “Edit Individual documents” and then in the merge area, select “All.” Your labels are now ready.