

## How to use mail merge to create mailing labels in Word 2003

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For a Microsoft Word 2000 version of this article, see [212034](#).

For a Microsoft Word 97 version of this article, see [195609](#).

For a Microsoft Word 7.0 version of this article, see [141992](#).

### SUMMARY

This article describes how to use the Mail Merge feature in Microsoft Word to create labels. A mail merge involves merging a main document with a data source.

A main document contains the text and other items that remain the same in each label. A data source contains the information that changes in each label, such as the name and address of each recipient.

Merge fields that you insert into the main document instruct Word where to print information from the data source. When you perform the mail merge, Word replaces merge fields in the main document with information from the data source. Each row (or record) in the data source produces an individual label.

The following procedure demonstrates how to perform a mail merge to create labels.

### Step 1: Create the main document

Start a new document to create a new label, or open an existing document that you used previously to merge labels.

1. Open the document in Word, and then start the mail merge. To start a mail merge, follow these steps, as appropriate for the version of Word that you are running:

- **Microsoft Word 2002**

On the **Tools** menu, click **Letters and Mailings**, and then click **Mail Merge Wizard**.

- **Microsoft Office Word 2003**

On the **Tools** menu, click **Letters and Mailings**, and then click **Mail Merge**.

- **Microsoft Office Word 2007**

On the **Mailings** tab, click **Start Mail Merge**, and then click **Step by Step Mail Merge Wizard**.

2. Under **Select document type**, click **Labels**, and then click **Next: Starting Document**.

Step 2 of the Mail Merge appears.

3. Under **Select starting document**, click **Change document layout** or **Start from existing document**.

With the **Change document layout** option, you can use one of the mail-merge templates to set your label options. When you click **Label options**, the **Label Options** dialog box appears. Select the type of printer (dot matrix or laser), the type of label product (such as Avery), and the product number. If you are using a custom label, click **Details**, and then type the size of the label. Click **OK**.

With the **Start from existing document** option, you can open an existing mail-merge document and use that as your main document.

4. Click **Next: Select Recipients**.

## Step 2: Select the data source

The data source contains the information that can vary in each label. You can open an existing data source created in Word, or you can create a new data source and fill in the addressee information.

**Note** Additionally, you can use a data source that was created in another program, such as Microsoft Excel or Microsoft Access, or you can use a personal address book created in Microsoft Exchange Server or Microsoft Schedule+, or you can use an ASCII text file or another delimited file.

1. Under the **Select Recipients** heading in the **Mail Merge** task pane, select the appropriate data source option.

The options are to use an existing list, select from Outlook contacts, or type a new list.

2. Use the appropriate method for the type of data source that you want to use.

### Method 1: Open an existing data source

To open an existing data source, follow these steps:

- a. In the **Mail Merge** task pane, click **Use an existing list**, and then click **Browse** under the **Use an existing list** heading.

The **Select Data Source** dialog box appears.

- b. In the list of files in the **Select Data Source** dialog box, select the data source that you want to use, and then click **Open**.

If the data source that you want is not in the list of files, click the appropriate drive and folder, and then select the appropriate option in the **List files of type** box.

Word displays the **Mail Merge Recipients** dialog box for you to edit your data more. When you finish your editing changes, click **OK**.

Your letter is displayed.

- c. Click **Next: Write your letter** to set up your main document.
- d. Proceed to the [Step 3: Edit the main document](#) section later in this article.

### Method 2: Use Outlook contacts

- a. In the **Mail Merge** task pane, click **Select from Outlook contacts**, and then click **Choose Contacts Folder** under the **Select from Outlook Contacts Folder** heading.

The **Select Contact Folder List** dialog box appears, with the available Contacts folder. Select the correct folder, and then click **OK**.

The names appear in the **Mail Merge Recipients** dialog box. Click **OK**.

- b. Click **Next: Arrange your labels**.
- c. Proceed to the [Step 3: Edit the main document](#) section later in this article.

### Method 3: Create a new data source

- a. Click **Next: Select Recipients**, and then click **Type a new list** under the **Select Recipients** heading.
- b. Click **Create** to display the **New Address List** dialog box. The dialog box contains a list of field names that are frequently used in form letters, mailing labels, and envelopes.

To customize your fields in this dialog box, click **Customize**. You can rename the fields and remove the fields that you do not need. To add field names, click **Add**, type the field name, and then click **OK**. When you finish your customizations, click **OK**. When you finish typing your data, click **Close** to close the **New Address List** dialog box.

The **Save Address List** dialog box appears.

- c. Name the file, and then click **Save**.

Word displays the **Mail Merge Recipients** dialog box to edit your data more. When you finish your editing changes, click **OK**.

- d. In the Mail Merge Wizard, click **Next: Arrange your labels**.
- e. Proceed to the [Step 3: Edit the main document](#) section.

### Step 3: Edit the main document

1. In the **Mail Merge** task pane, verify that the **Arrange your labels** step is displayed. In this step, you can lay out your labels.
2. Word displays the items that you can use to lay out your labels, such as **Address block**, **Greeting line**, and **Electronic postage**. Use the **More items** options to add specific fields. Click in the label where you want to insert the merge fields that represent where Word will print the information from the data source. Make sure that you type any spaces or punctuation that you want between two merge fields or after a merge field.
3. When you finish setting up one label, click **Update all labels** to replicate all labels.
4. Click **Next: Preview your labels** to preview your merged data.

### Step 4: Perform the merge

1. In the **Mail Merge** task pane, verify that the **Complete the merge** step is displayed. In this step, you can merge to the printer or on the screen.

To merge directly to the printer, click **Print**. The **Merge to printer** dialog box appears, so that you can select which records to merge. Click **OK**. The **Print** dialog box appears, so that you can select your printer and print the labels.

To merge on the screen, click **Edit individual labels**. The **Merge to new document** dialog box appears, so that you can select which records to merge. Click **OK** to merge the labels. You can view the labels before you print them.

2. After the merged document appears on the screen, you can save it as a separate document, you can print the merged document by clicking **Print** on the **File** menu, or you can do both.