

# Label Mail Merge Instructions

## Word 2007

Two files are required for creating labels: the template file (Word2007labels.doc) and the data file (mailinglist.xls). Both are provided online at [www.southern.edu/marketing/](http://www.southern.edu/marketing/).

1. Create a data file containing your mailing list information by opening mailinglist.xls. Then, copy and paste the address data into the appropriate columns. Save the file on your C drive as c:\mailinglist.xls.
2. Open the Word2007labels.doc file. A dialog will pop up asking if you want to "SELECT \* FROM `Sheet1\$`". You must click **Yes**.
3. Click on the **Mailings** tab. To create the labels, click the **Finish and Merge** button on the far right.
4. You may print the labels without previewing them, or send the labels to a new document which may be edited before printing.

More detailed instructions are available online at:  
<http://office.microsoft.com/en-us/word/HA100819761033.aspx>

## Word 2002/2003

Two files are required for creating labels: the template file (Word2003labels.doc) and the data file (mailinglist.xls). Both are provided online at [www.southern.edu/marketing/](http://www.southern.edu/marketing/).

1. Create a data file containing your mailing list information by opening mailinglist.xls. Then, copy and paste the address data into the appropriate columns. Save the file, noting the location for Step 3.
2. Open the Word2003labels.doc document. Go to the **Tools** menu and point to **Letters and Mailings**.
  - In Word 2003, click **Mail Merge**.
  - In Word 2002, click **Mail Merge Wizard**.
3. To select the data file, click **Use an Existing List** in the mail-merge task pane and then click **Browse**. Locate and select mailinglist.xls from Step 1.
4. Choose the records you want to include in the merge, and then click **Next** at the bottom of the task pane.
5. You may print the labels without previewing them, or send the labels to a new document which may be edited before printing.

More detailed instructions are available online at:  
<http://office.microsoft.com/en-us/help/HA010349201033.aspx>

## WordPerfect

Two files are required for creating labels: the template file (WPerfectlabels.frm) and the data file (mailinglist.xls). Both are provided online at [www.southern.edu/marketing/](http://www.southern.edu/marketing/).

1. Create a data file containing your mailing list information by opening mailinglist.xls. Then, copy and paste the address data into the appropriate columns. Save the file, noting the location for Step 3.
2. Open WPerfectlabels.frm.
3. Go to the Tools menu and select Merge. Click **Use File in Active Window**. Click the Data Source button, and select mailinglist.xls.
4. On the Feature Bar, click the Merge button. Then, in the dialog box, start the merge process by clicking Merge. This will create a new document that you can edit or print.

More detailed instructions are available online at: <http://www.corel.com/servlet/Satellite/us/en/Content/1153321168449>

## Word for Mac

Two files are required for creating labels: the template file (Maclabels.doc) and the data file (mailinglist.xls). Both are provided online at [www.southern.edu/marketing/](http://www.southern.edu/marketing/).

1. Create a data file containing your mailing list information by opening mailinglist.xls. Then copy and paste the data into the appropriate columns. Save the file.
2. Open Maclabels.doc.
3. If the **Merge Manager** is not visible, go to the **Tools** menu and select:
  - Word 2008: **Mail Merge Manager**.
  - Word 2001/2004: **Data Merge Manager**.
4. You may skip to **Complete Merge**. Select the **Merge to Printer** icon or **Merge to Document** icon (to edit the labels before printing).

More detailed instructions are available online:  
Word for Mac 2008: <http://support.microsoft.com/kb/275013>  
Word for Mac 2001/2004: <http://support.microsoft.com/kb/275014/en-us?spid=2531&sid=global>