

How to make address labels from the MHJA membership excel file

1. Open the excel file you have been sent with the member addresses
2. Make sure that row 1 of the excel file has column labels i.e.: first name, last name, address etc.
3. Close the excel file, make sure you know where this file is located, and its name.
4. Open a blank WORD document. Choose the “mailings” tab.
5. Choose **START MAIL MERGE**, when the dropdown box appears choose labels.
6. Select the type of label you’re using (usually I use the Avery 5160) and choose OK.
7. Choose **SELECT RECIPIENTS**, then choose **USE EXISTING LIST**. This will open a window where you can find your file, and choose open.
8. A box will open titled **SELECT TABLE** with the excel file name you’ve chosen at the left side. At the bottom make sure the box titled “**first row of data contains column headers**” when the file is highlighted, click ok.
9. Labels will appear that all say <<Next Record>> now you should choose **ADDRESS BLOCK** at the top of the screen. This will show you a label preview.
10. If something is missing, go to **MATCH FIELDS** in the right hand corner. This allows you to associate your column names with the proper field (if you named things reasonably with name address state zip etc. you should not have to do this.) you can then choose the appropriate column.
11. Click **OK**. This should put <<Address Block>> in the first label. Choose **UPDATE LABELS** to the right of the address block icon to make <<Address Block>> appear in all the labels along with <<Next Record>>.
12. Clicking **PREVIEW RESULTS** toward the right side of the mailings tab will allow you to see your labels.
13. To finish and print, choose **FINISH AND MERGE**, then Print documents. If you don’t want to print right away choose Edit individual documents. You can then save this file or print.

This YouTube video will guide you through each step of the way as well.

<http://www.youtube.com/watch?v=-dh1KutksMY>