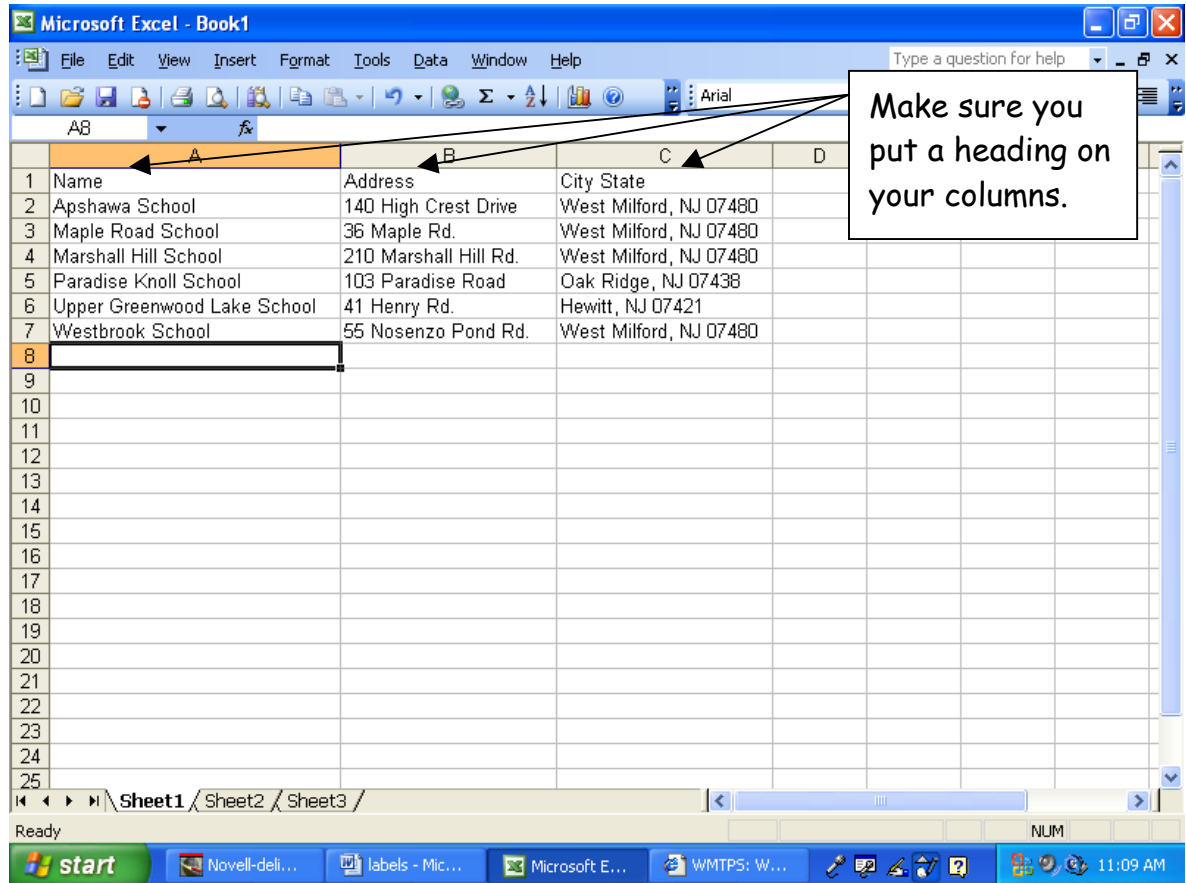
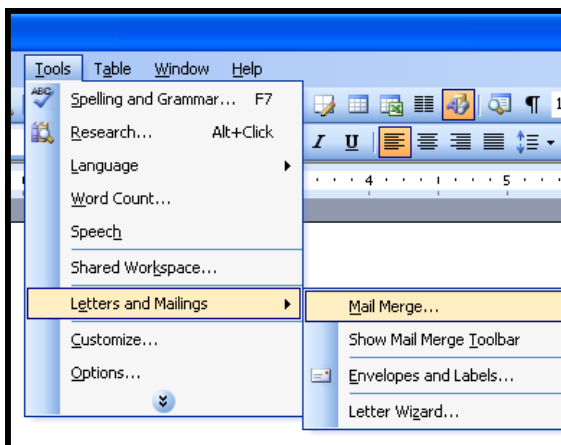


Printing Labels Excel and Word

Open EXCEL, and create your address list as shown below:



Save your Excel address list.
Close out of Excel.

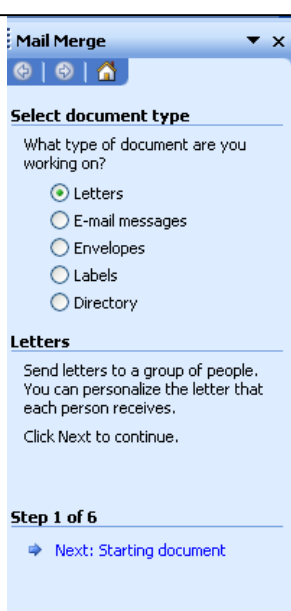


Open WORD.

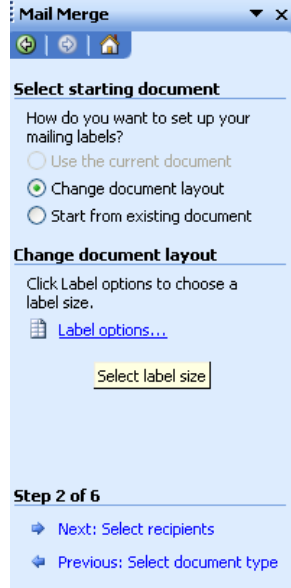
Click on **TOOLS** to **LETTERS AND MAILINGS**, to **MAIL MERGE**.

Labels - Excel and Word
Nancy Gridley and Laura Oakes
Elementary Technology Facilitators
West Milford Township Public Schools

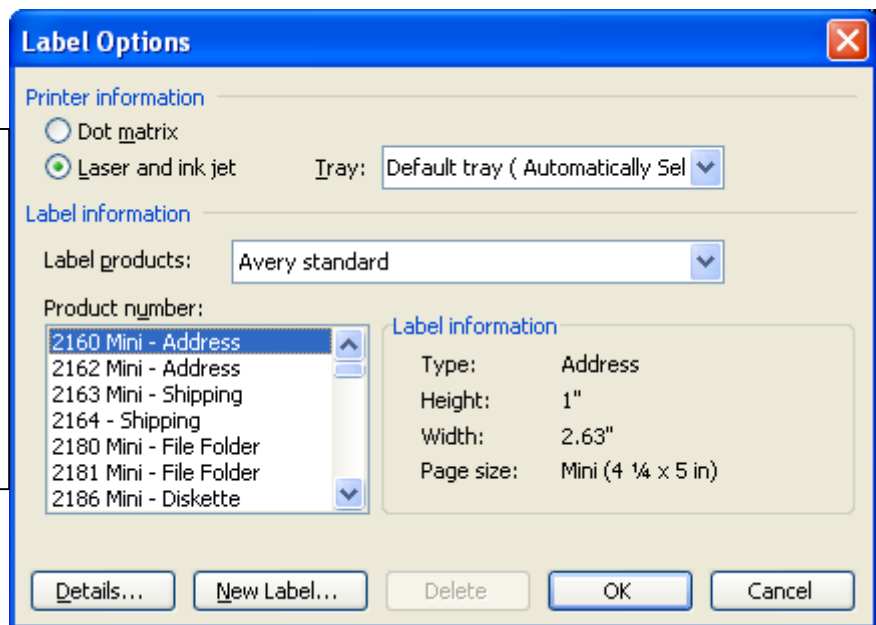
Step 1:
Click LABELS.
Click NEXT.



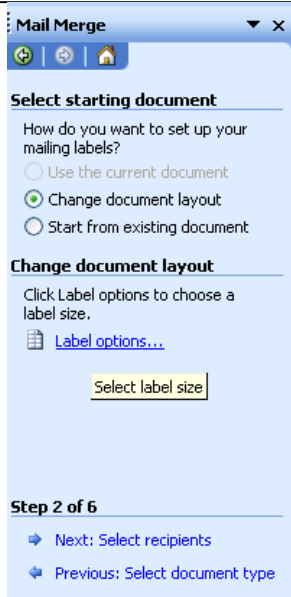
Step 2:
Click LABEL
OPTIONS.



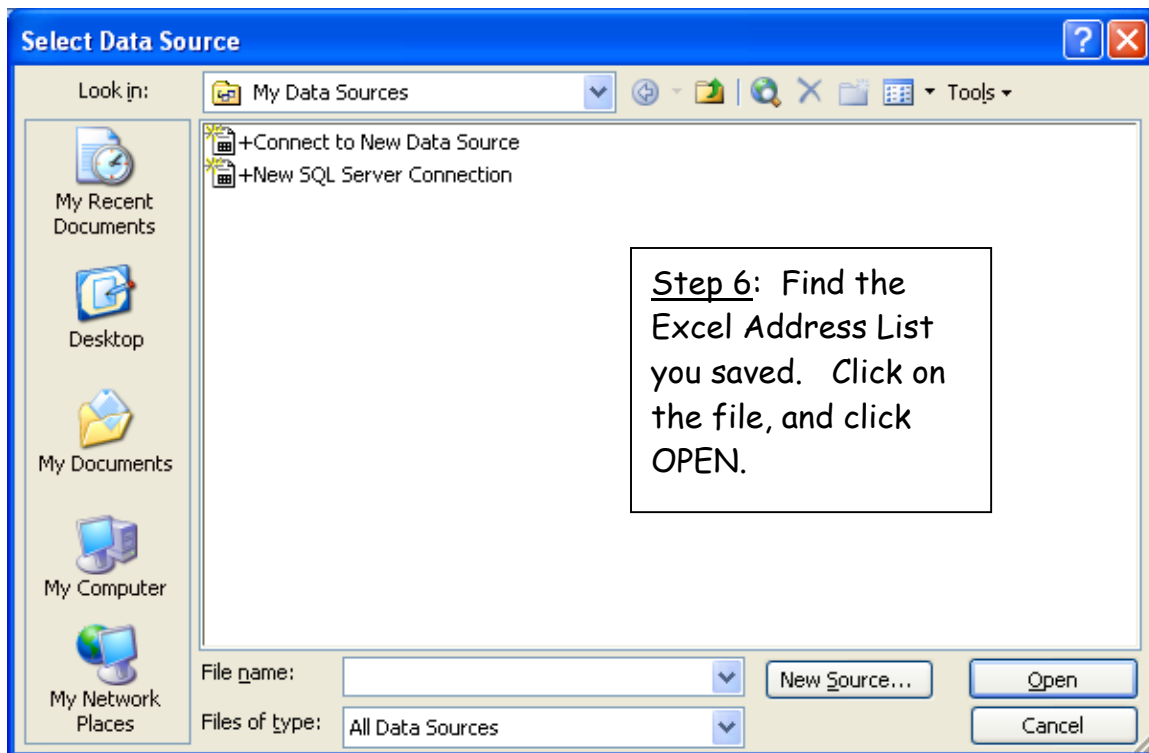
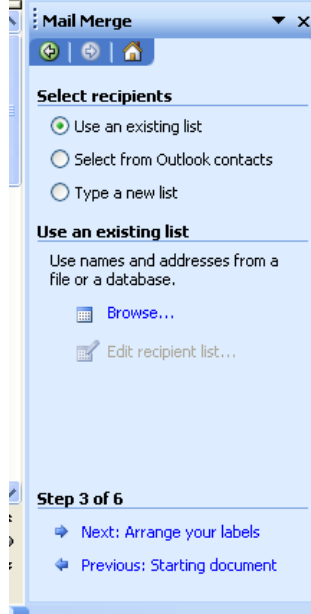
Step 3:
Choose the label you
are using and click OK.
(Hint: the box of
labels will have a
product number on it.)

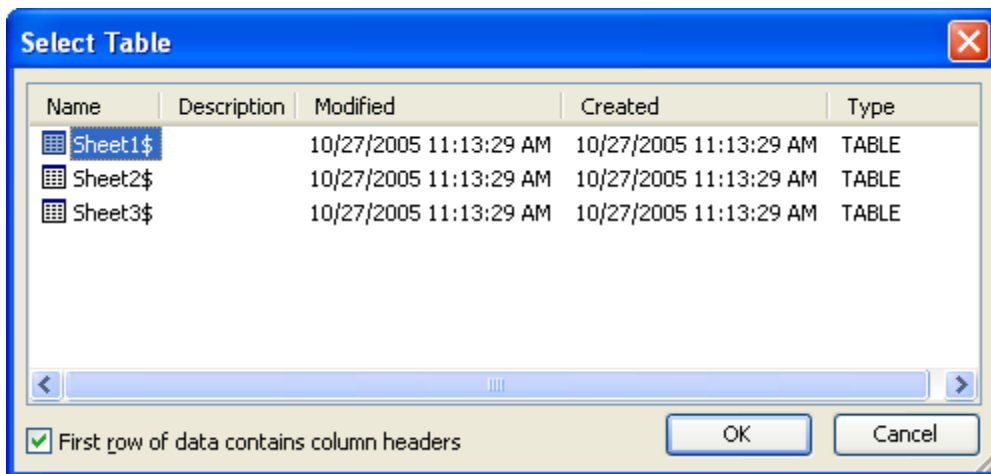


Step 4:
Click NEXT
SELECT
RECIPIENTS.

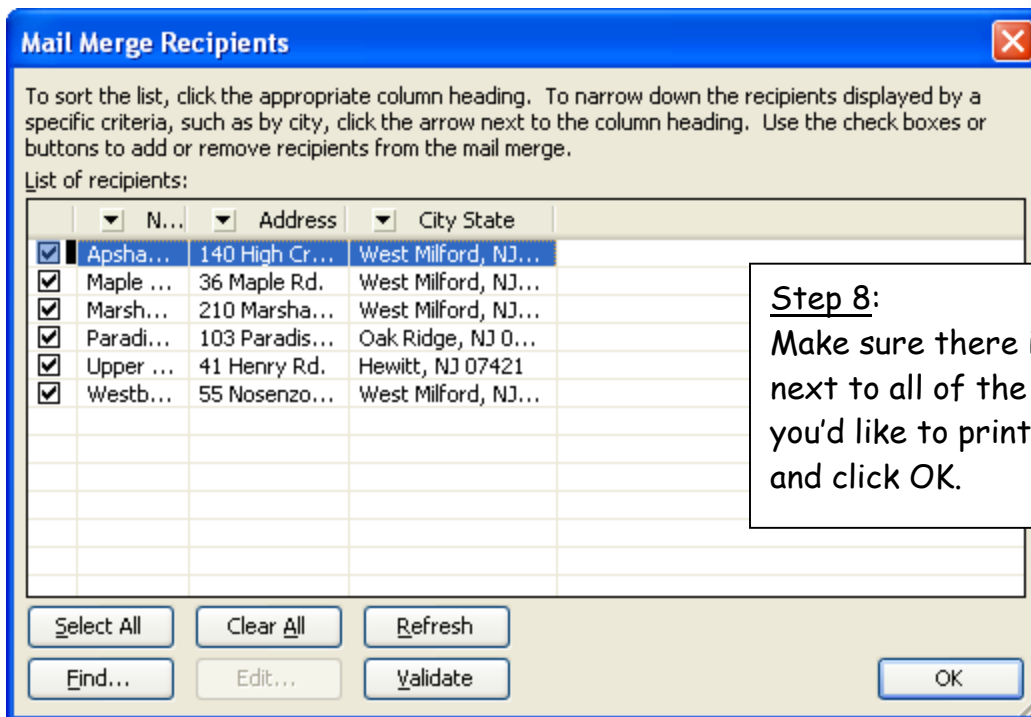


Step 5:
Click BROWSE.



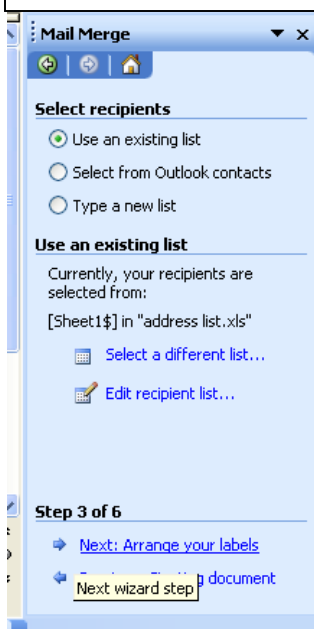


Step 7:
Click OK.

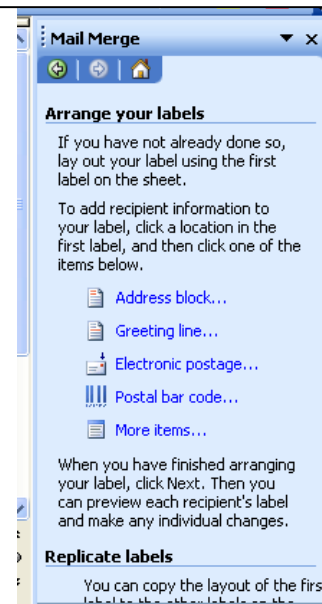


Step 8:
Make sure there is a check next to all of the names you'd like to print labels for and click OK.

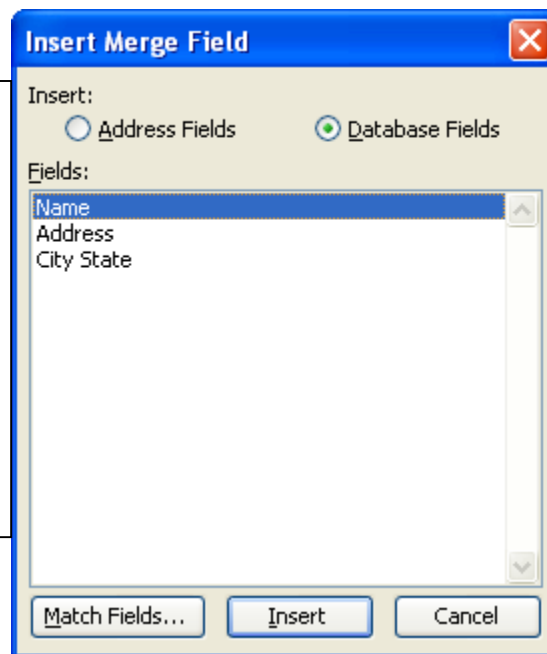
Step 9:
Click NEXT
ARRANGE YOUR
LABELS.



Step 10:
Click MORE ITEMS.

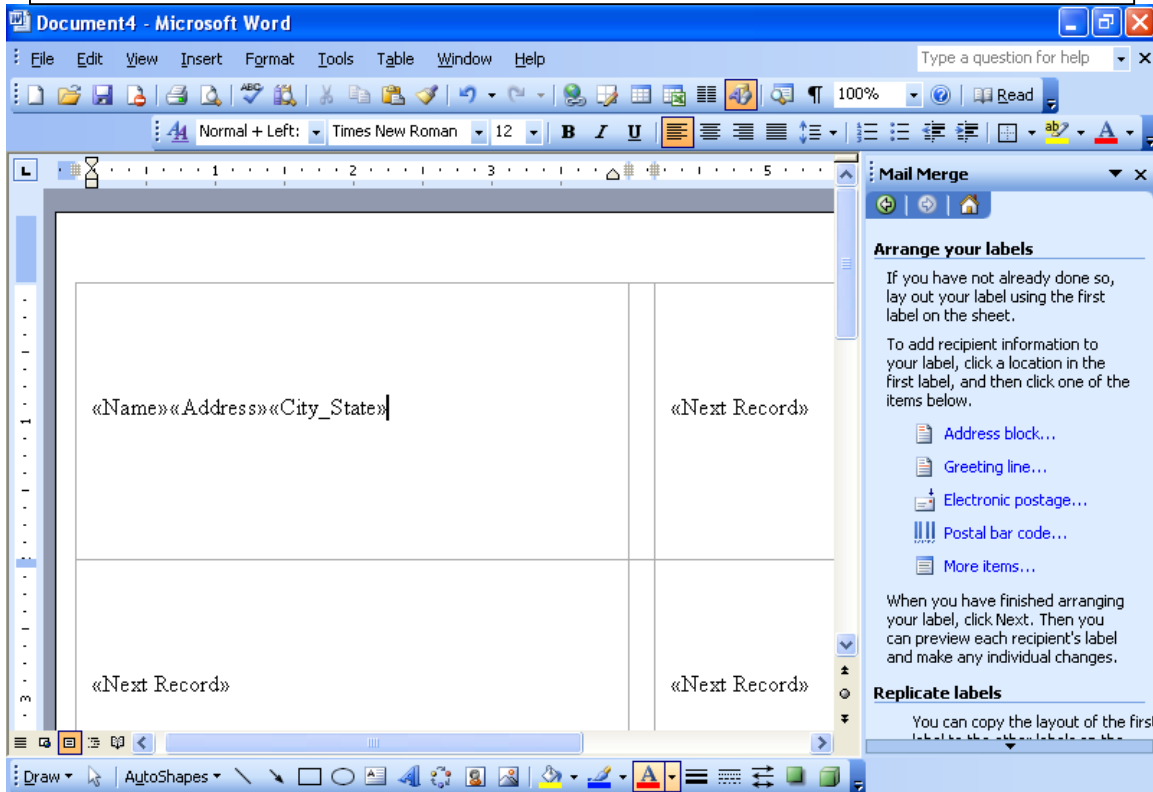


Step 11:
Click once on NAME then click
INSERT.
Click once on ADDRESS then click
INSERT.
Click once on CITY STATE then
click INSERT.
Then click CLOSE.



Step 12:

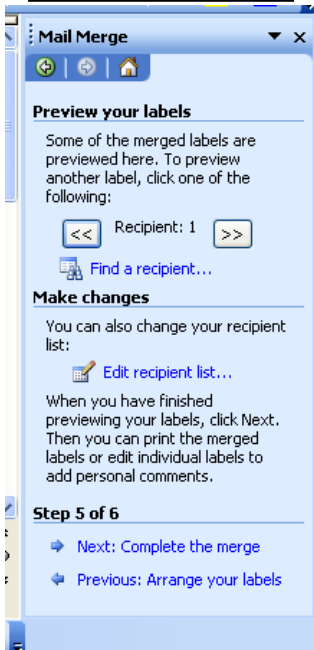
Arrange your first label so it looks the way you want. For example, click in between NAME and ADDRESS and press Enter to put them on separate lines. You can also change the font, font size and color here.



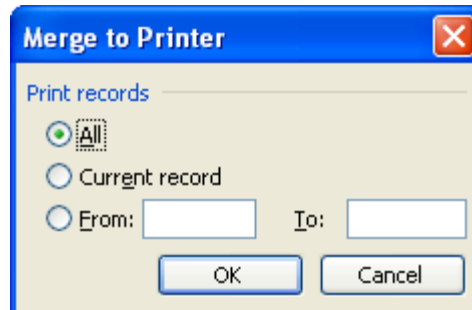
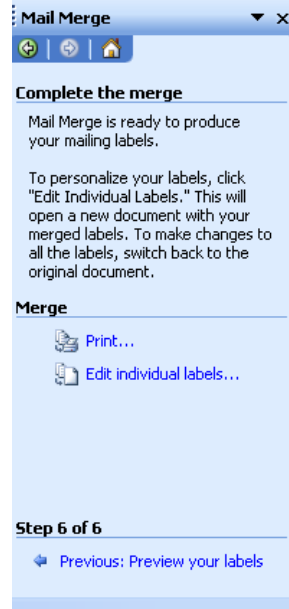
Step 13:
Click the "UPDATE ALL LABELS" button.

Then click NEXT
PREVIEW YOUR LABELS.

Step 14:
Click NEXT
COMPLETE
THE MERGE.



Step 15:
Click PRINT.



Make sure ALL is selected,
then click OK.

Your print window will open
up and you will be able to
choose your printer.