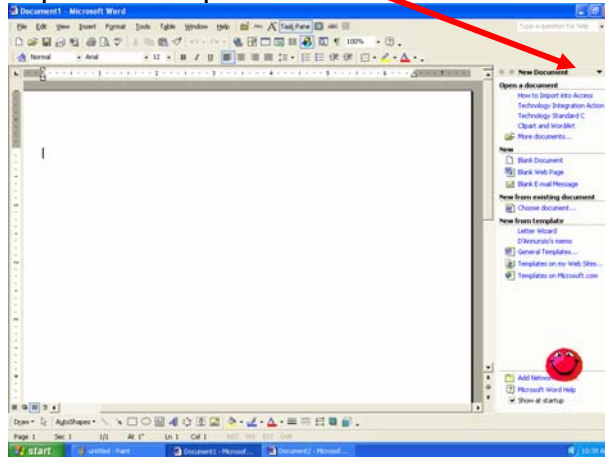
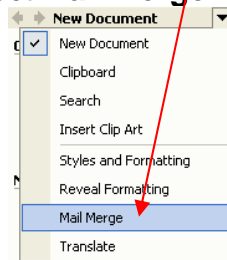


How to Create a Mail Merge from Access to Word

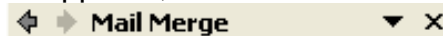
1. Open *Microsoft Word*. (If your view of the screen does not show the task pane, you can click on View on the Main Menu > Task Bar. You can also click on Tools on the Main Menu > Letters and Mailings > Mail Merge Wizard.)
2. On the Task Pane on the right of your screen, click on the arrow to the right of New Document to open the drop-down list.



3. From the drop-down list, select **Mail Merge**.



4. On the next screen that appears, click on to select **Labels**.



Select document type

What type of document are you working on?

- Letters
- E-mail messages
- Envelopes
- Labels
- Directory

Letters

How to Create a Mail Merge from Access to Word

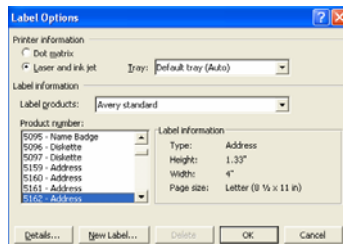
5. At the bottom of that same task pane, click on **Next: Starting Document**.



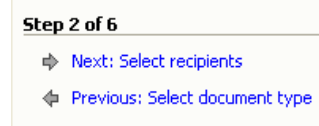
6. In the middle of the task pane, click on **Label options...**



7. On the dialog box that opens, scroll to select the correct labels you have purchased and click OK.

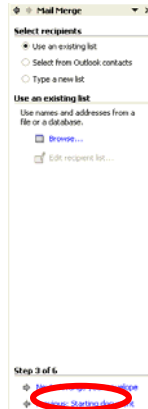


8. Follow the directions at the bottom of the task pane that will guide you through the process much like a wizard. Click **Next: Select recipients**.



How to Create a Mail Merge from Access to Word

12. The next step is to click on **Next Step: Arrange your labels** at the bottom of the task pane.



13. Under the top section of the task pane “Arrange your labels,” click on **Address Block**.



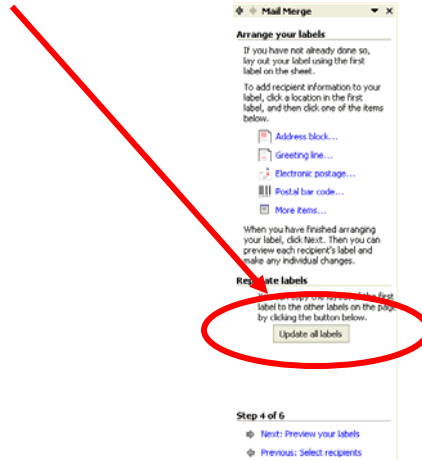
14. On the dialog box that appears, click on each field you want to appear on your label and then click Insert. Then, click on **OK** at the bottom of the box.

15. On the “Insert Address Block” dialog box, click **OK**.

««AddressBlock»»	«Next Record»«AddressBlock»»
«Next Record»«AddressBlock»»	«Next Record»«AddressBlock»»
«Next Record»«AddressBlock»»	«Next Record»«AddressBlock»»

How to Create a Mail Merge from Access to Word

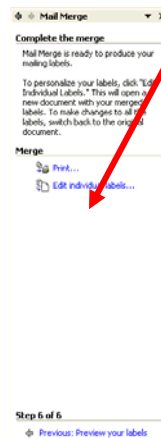
16. You will need to type the word Division in front of the division insert, (so that the label reads Division 3, instead of just 3).
17. You will need to type the word Category in front of the category insert.
18. Click on **UPDATE ALL LABELS** in the middle of the task bar.



19. You can preview your labels to ensure accuracy or edit your list if necessary. At the bottom of the task pane, click on **Next: Preview your labels**.



20. If the format looks correct, click **Next: Complete the merge** at the bottom of the task pane.
21. Your labels appear on the screen. You can **Print**, Edit individual labels, or return to the previous screen.



22. Following printing, you can save and close the file.