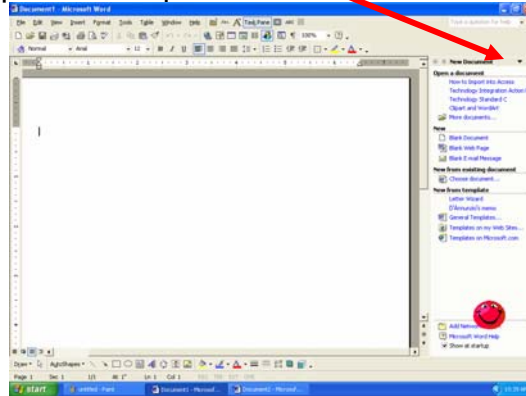
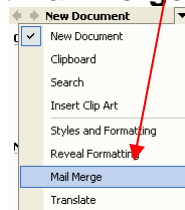


How to Create a Mail Merge from Access to Word

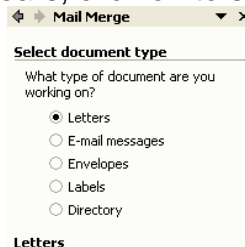
1. Open *Microsoft Word*. (If your view of the screen does not show the task pane, you can click on View on the Main Menu > Task Bar. You can also click on Tools on the Main Menu > Letters and Mailings > Mail Merge Wizard.)
2. On the Task Pane on the right of your screen, click on the arrow to the right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



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

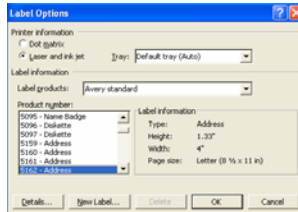


How to Create a Mail Merge from Access to Word

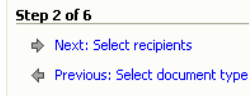
6. In the middle of the task pane, click on **Label options...**



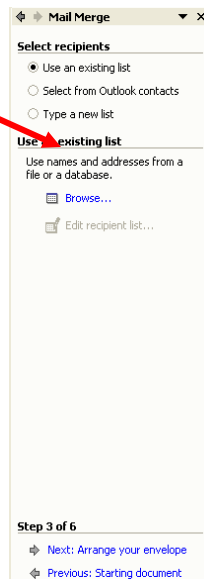
7. On the dialog box that opens, scroll to select the correct labels you have purchased and click OK.



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**.

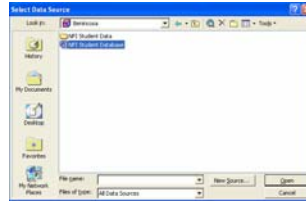


9. The next pane by default selects "Use an existing list." In the next section, click on **Browse**.

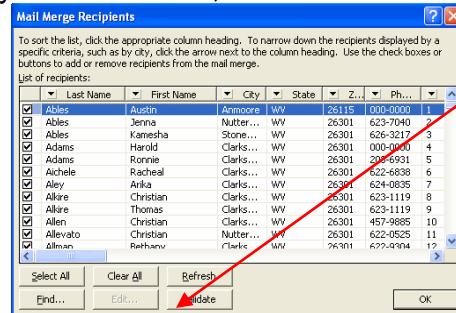


How to Create a Mail Merge from Access to Word

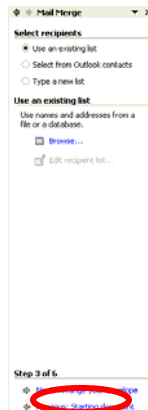
10. On the dialog box that opens, locate your file that contains your database and click **Open**.



11. The new dialog box asks you to select recipients. All are selected by default. To de-select, click on the check mark to remove it. (Other helpful tools) When you are finished making your selections, click **OK**.



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

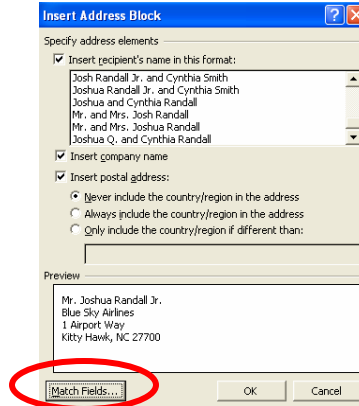


13. Under the top section of the task pane “Arrange your labels,” click on **Address Block**.

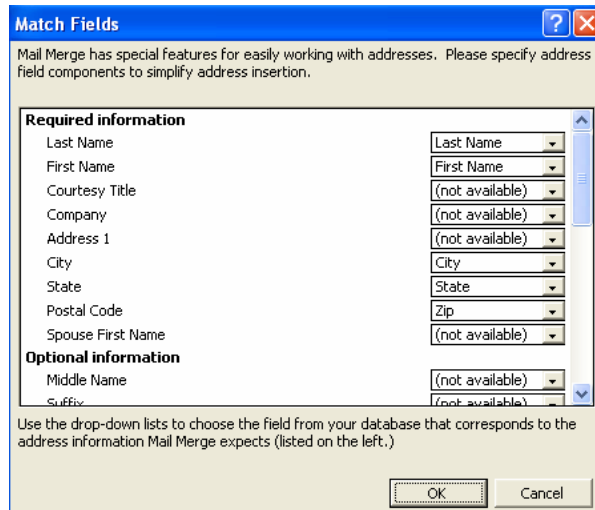


How to Create a Mail Merge from Access to Word

14. On the dialog box that appears, click on **Match Fields** at the bottom-left of the box.



15. On the dialog box, click on the down-arrow to select the field name from your Access database that you want to be inserted for that information. Do this for all parts of the address. Then click **OK**.



16. 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

17. Click on **UPDATE ALL LABELS** in the middle of the task bar.



18. 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**.



19. If the format looks correct, click **Next: Complete the merge** at the bottom of the task pane.

20. Your labels appear on the screen. You can **Print**, Edit individual labels, or return to the previous screen.



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