

## Step 1: Create the mailing label document

1. To start a mail merge, follow these steps, as appropriate for the version of Word that you are running:
  - **Microsoft Word 2002**  
On the **Tools** menu, click **Letters and Mailings**, and then click **Mail Merge Wizard**.
  - **Microsoft Office Word 2003**  
On the **Tools** menu, click **Letters and Mailings**, and then click **Mail Merge**.
  - **Microsoft Office Word 2007 and 2010**  
On the **Mailings** tab, click **Start Mail Merge**, and then click **Step by Step Mail Merge Wizard**.
2. Under **Select document type**, click **Labels**, and then click **Next: Starting Document** in the Mail Merge Wizard.
3. Under **Select starting document**, click **Use the current document** and then click **Label options**. Select the type of printer, the vendor of your label product, and the label product number. (for example choose vendor **Avery US Letter** and then **5160** for standard 30 labels per page) Click **OK**.
4. Click **Next: Select Recipients** in the Mail Merge Wizard.

## Step 2: Select the data source for your recipients

The data source contains the information that can vary in each label, such as a name and destination address.

1. Under the **Select Recipients** heading in the **Mail Merge** task pane, select **use an existing list** and then click **Browse** under the **Use an existing list** heading. The **Select Data Source** dialog box appears.
  - a. In the list of files in the **Select Data Source** dialog box, select the data source that you want to use, and then click **Open**.  
**Note:** If the data source that you want is not in the list of files, click the appropriate drive and folder, and then select the appropriate option in the **List files of type** box.
  - b. Word displays the **Mail Merge Recipients** dialog box for you to edit your data or to select desired recipients. You will just click **OK** to create a label for all leads contained in the csv file. Your labels are displayed.
2. Click **Next: Arrange your labels** in the Mail Merge Wizard.

## Step 3: Edit the label document

1. In the **Mail Merge** task pane, verify that the **Arrange your labels** step is displayed.
2. Click on **Address block**.

3. Click **Match Fields** to verify that all data fields in the document match with the column headings in the source file. You may have to manually match the fields by selecting correct column heading from the dropdown list. If you do not want a field, such as, Title to appear on the address label select **not matched**. Under the **Optional Information** section change the **unique identifier** field from **id** to **not matched**. Click **Ok** once every field was matched as expected.
4. Verify desired label design is shown in the **Preview** window then click **OK** on the **Insert Address Block** dialog to close it.
5. Click **Update all labels** in the Mail Merge Wizard task pane, to replicate all labels.
6. Click **Next: Preview your labels** in the Mail Merge Wizard to preview your merged data.

## Step 4: Perform the merge

1. In the **Mail Merge** task pane, click on **Next: Complete the merge**.
2. Click on **Edit individual labels** in the Mail Merge task pane, select **All** and click **OK** in the **Merge to New Document** dialog. This merges all the leads contained in the csv source file to a label.

After the merged document appears on the screen, you can save it as a separate document or print the merged document by clicking **Print** on the **File** menu.

If the labels are not aligned properly from top to bottom, click the **Page Layout** tab, select the entire label document and change the **Before Spacing** setting to **0** pt.