

# Create mailing labels by using Mail Merge in Word for MAC

When you perform a mail merge, Word inserts the records from a data source, or [recipients list](#), into your [main document](#). A recipients list for a mail merge operation can be an Excel sheet, the Office Address Book, a FileMaker Pro database, a Word document, or a delimited text file.

**IMPORTANT** You must have an existing recipients list, such as a Word document that has addresses, to complete this procedure. For information about how to set up a recipients list, see [Create a data source for a mail merge](#)

1. On the **File** menu, click **New Blank Document**.

A new, blank Word document opens. This becomes your main document.

2. On the **View** menu, click **Print Layout**.
3. On the **Tools** menu, click **Mail Merge Manager**.
4. Under **1. Select Document Type**, click **Create New**, and then click **Labels**.
5. Under **Printer information**, click the type of printer that you use.
6. On the **Label products** pop-up menu, click the manufacturer of your labels.


**TIP** For more label products, on the **Label products** pop-up menu, click **Other**.

7. Under **Product number**, click the type of label that you have, and then click **OK**.

**TIP** For information about the margins and other characteristics of a label, click **Details**.

8. In the **Mail Merge Manager**, under **2. Select Recipients List**, click **Get List**, and then select the source for the recipients list (for example, Office Address Book).
9. On the **Insert Merge Field** pop-up menu, click a field name in the list (for example, FirstName).

Word adds the field name to the **Sample label** box.

**TIP** To return to this dialog box later, in the **Mail Merge Manager** under **2. Select Recipients List**, click **Add or remove placeholders on labels** .

10.Repeat step 9 for each field that you want to appear in your labels.

11.After you add all the fields that you want, click **OK**.




Your field names are copied into all the labels in your main document.

12.In your main document, edit the first label to add spaces, commas, and carriage returns where you want them.

13.In the **Mail Merge Manager**, under **2. Select Recipients List**, click **Fill in the items to complete your document** .

Word applies the formatting that you use for the first label to all the labels.

14.To finish your labels, do one of the following:

<b>TO</b>	<b>DO THIS</b>
Preview your labels	In the <b>Mail Merge Manager</b> , under <b>5. Preview Results</b> , click <b>View Merged Data</b>  .
Print your labels immediately	In the <b>Mail Merge Manager</b> , under <b>6. Complete Merge</b> , click <b>Merge to Printer</b>  .
Create a document that contains your merged labels that you can save	In the <b>Mail Merge Manager</b> , under <b>6. Complete Merge</b> , click <b>Merge to New Document</b>  .

Coutesy Microsoft Office support