

Mailing Labels and Envelopes

Some other applications of mail merging are the creation of mailing labels, where addresses are printing on labels which are stuck on envelopes, and the printing of addresses directly onto envelopes

Creating Mailing Labels

There are numerous different types of mailing labels that can be produced. This section will show how to create 3 column by 11 row labels. If you are using different labels you can replace the settings provided for those labels.

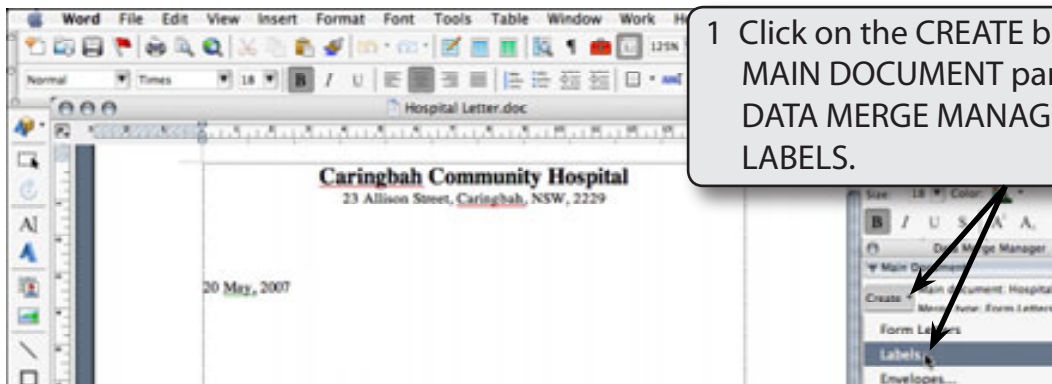
A Loading the File

The hospital letter that you produced in the previous Chapter will be opened and modified to produce the mailing labels. By doing this the merged data will already be set. If you start labels from scratch you need to open the Data Source file.

- 1 Load Microsoft Word or close current document.
- 2 Open the HOSPITAL LETTER file from your WORD DOCUMENTS folder.

NOTE: If the **DATA MERGE MANAGER** is not on the screen, open it from the **TOOLS** menu.

B Setting the Mailing Labels Document



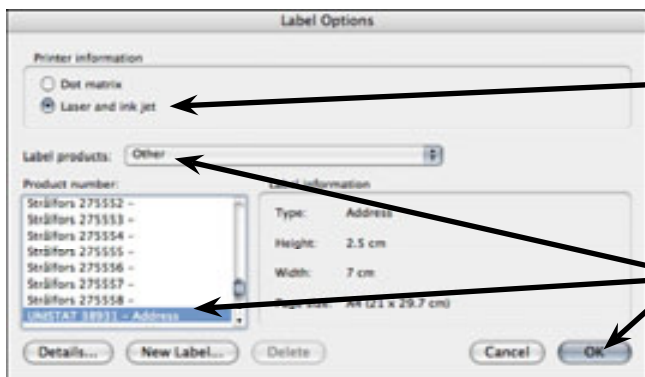
- 1 Click on the **CREATE** button in the **MAIN DOCUMENT** panel of the **DATA MERGE MANAGER** and select **LABELS**.



2 Select CHANGE to convert the FORM LETTER to MAILING LABELS.

C Entering the Label Options

The program needs to know the type of printer you will be printing on and the size of the labels you are using. We will demonstrate how to set non-Avery labels here. The labels will be 3 columns and 11 rows (that is, 33 labels to the page).

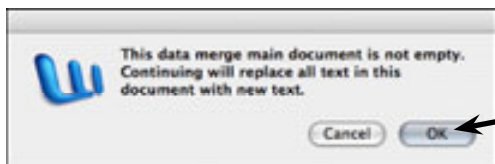


1 In the PRINTER INFORMATION frame set the printer to LASER AND INKJET.

2 In the LABEL PRODUCTS box click on OTHER then select UNISTAT 38931 ADDRESS in the PRODUCT NUMBER list and select OK.

NOTE:

- i If you are using AVERY labels you can set the LABEL PRODUCTS box to AVERY STANDARD or AVERY A4 SIZES.
- ii You need to find the name of the labels you are using. If the name is not listed click on each label type in the PRODUCT NUMBER box until you find the measurements of your labels which are shown in the LABEL INFORMATION frame.



3 Select OK to the warning about losing the Hospital Letter contents (it is already saved).

- 4 Use SAVE AS from the FILE menu to save the document in your WORD DOCUMENTS folder as: Labels

D Placing Fields into the Labels

You need to place the required fields in the first cell of the labels grid.

