

# Guidance For Using Mail Merge Function on Word Template

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This guidance is prepared using Microsoft Word 2010 and Microsoft Excel 2010.

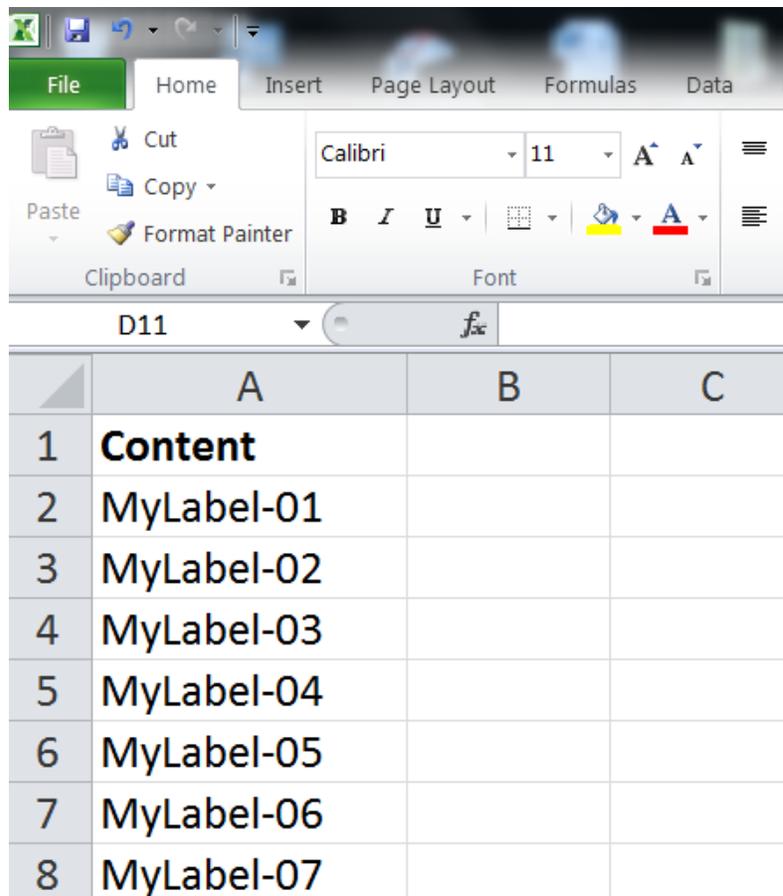
**ATTENTION:** For customers who use **Microsoft Word on Mac OS**, there is no longer a “Step by step mail merge wizard”. Do remember to use the “list” function rather than “labels”.

## Preparation

Download Mr-Label’s Word Template.

Prepare the Excel file where your Label’s contents are stored.

The following Excel file has a column “Content”, we will use the column name later.



The screenshot shows the Microsoft Excel 2010 interface. The ribbon is set to 'Home', and the 'Font' group is visible, showing 'Calibri' font and size '11'. The spreadsheet has three columns labeled A, B, and C, and eight rows. The first row (row 1) has a header 'Content' in column A. The subsequent rows (rows 2-8) contain labels 'MyLabel-01' through 'MyLabel-07' in column A. The formula bar shows 'D11' and the formula icon.

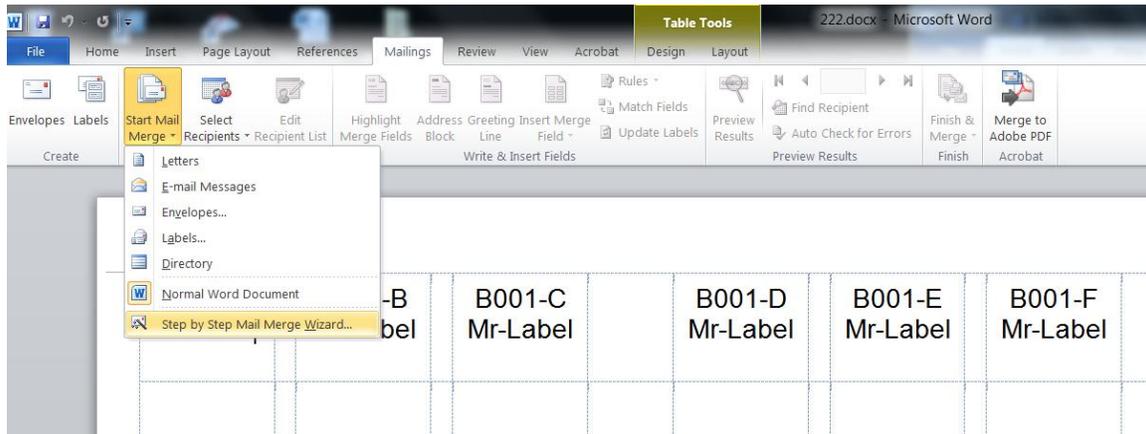
	A	B	C
1	<b>Content</b>		
2	MyLabel-01		
3	MyLabel-02		
4	MyLabel-03		
5	MyLabel-04		
6	MyLabel-05		
7	MyLabel-06		
8	MyLabel-07		

If your label has two lines, your excel file should have two content columns.

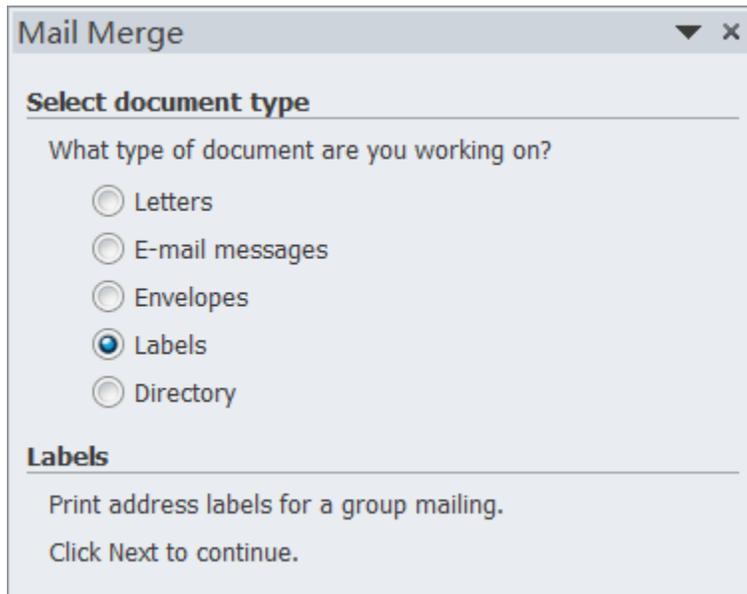
## First

Create a new Microsoft Word file. (**Remember to close Mr-Label's template file.**)

On the **Mailings** tab, in the **Start Mail Merge** group, choose **Step by Step Mail Merge Wizard**.



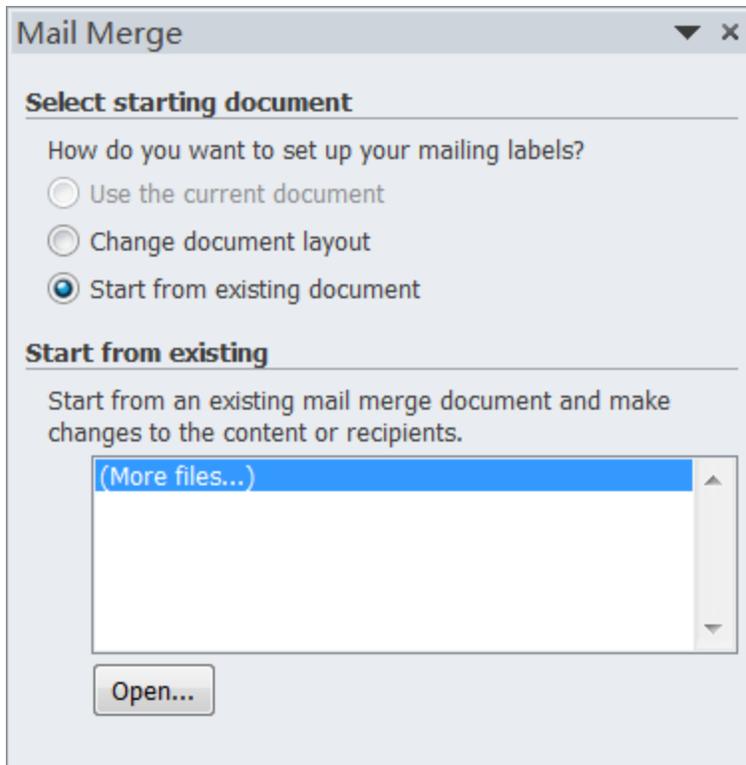
And choose “Labels” as the document type.



## Next

Select “**Start from existing document**” option.

Click “Open” button, and select the Mr-Label's Template file.

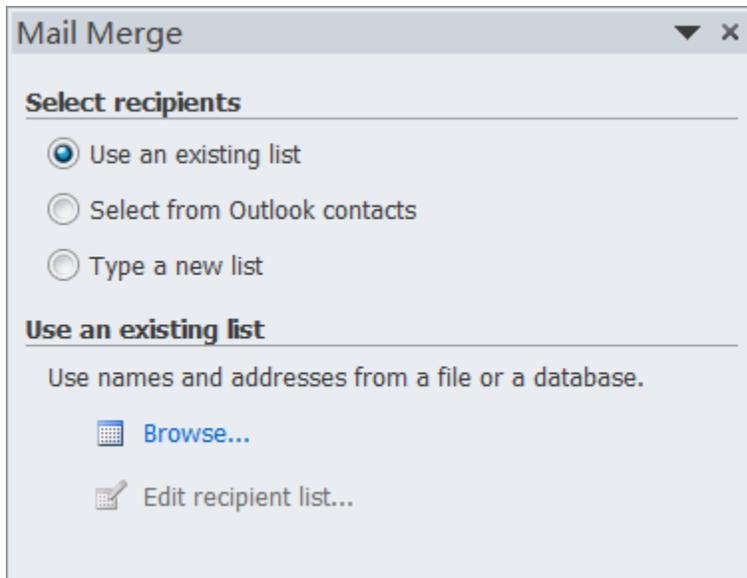


The template file looks like this

B001-A Mr-Label	B001-B Mr-Label	B001-C Mr-Label	B001-D Mr-Label	B001-E Mr-Label	B001-F Mr-Label	B001-G Mr-Label	B001-H Mr-Label	B001-J Mr-Label
D001-A Mr-Label	D001-B Mr-Label	D001-C Mr-Label	D001-D Mr-Label	D001-E Mr-Label	D001-F Mr-Label	D001-G Mr-Label	D001-H Mr-Label	D001-J Mr-Label
F001-A Mr-Label	F001-B Mr-Label	F001-C Mr-Label	F001-D Mr-Label	F001-E Mr-Label	F001-F Mr-Label	F001-G Mr-Label	F001-H Mr-Label	F001-Jp Mr-Label

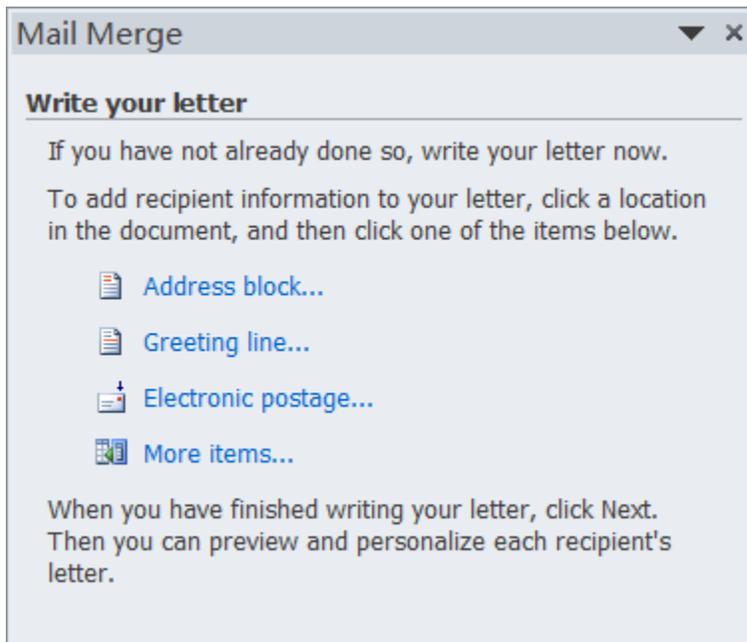
## Next

In the **“select recipients”** step, choose option **“Use an existing list”**, click **“Browse”**, and select the Excel file you prepared before.

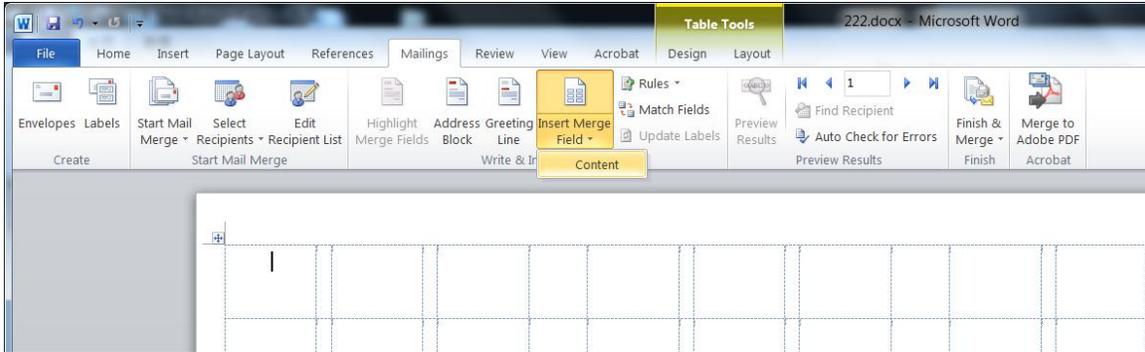


## Next

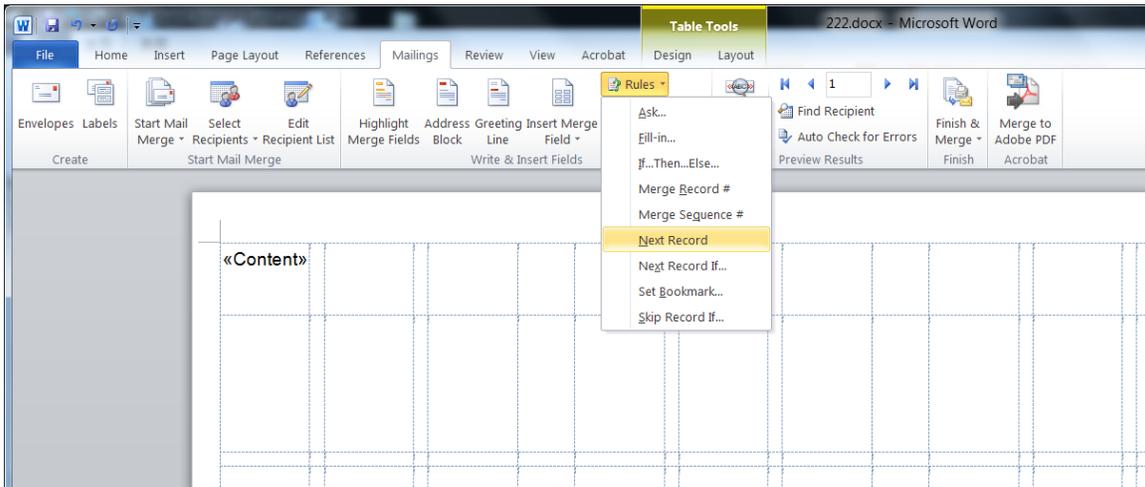
Now you come to the “Write your letter” step.



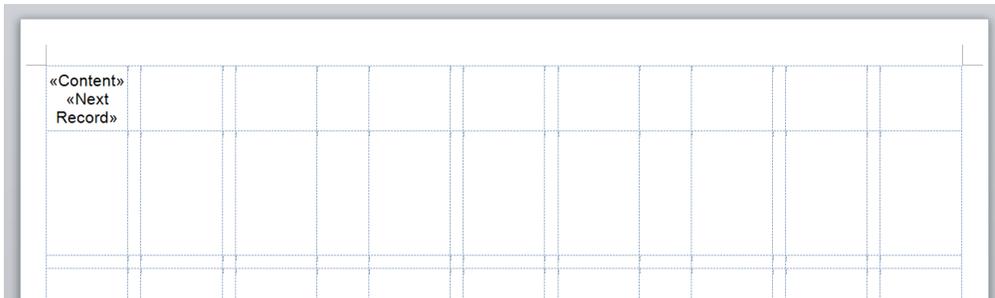
- Delete all existing contents in the template.
- Then focus on the first label cell.
- On the **Mailings** tab, in the **Insert Merge** Field group, choose **“Content”**



- On the Mailings tab, in the Rules drop down list, choose "Next Record".



Now it looks like this.



- Copy "<<Content>><<Next Record>>" to all the remaining label cells.

«Content» «Next Record»								
«Content» «Next Record»								
«Content» «Next Record»								

## Next

In the preview step, you can change the font type, font size, and alignment style

The default Style as shown below:

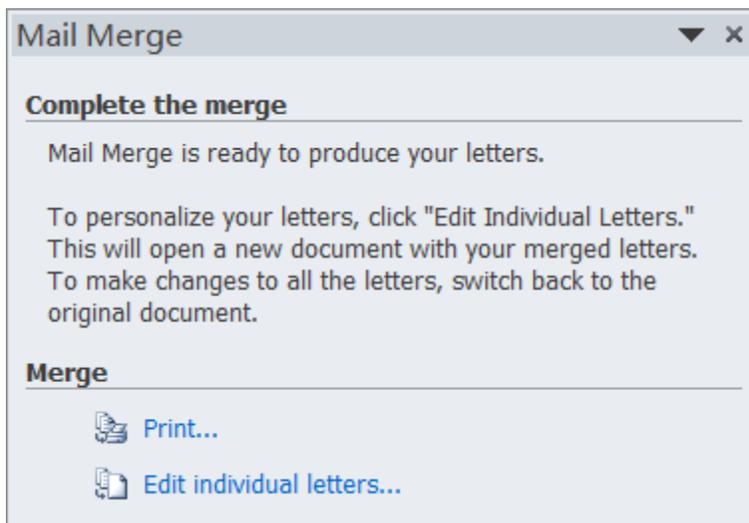
MyLabel-01	MyLabel-02	MyLabel-03	MyLabel-04	MyLabel-05	MyLabel-06	MyLabel-07	MyLabel-08	MyLabel-09
MyLabel-10	MyLabel-11	MyLabel-12	MyLabel-13	MyLabel-14	MyLabel-15	MyLabel-16	MyLabel-17	MyLabel-18
MyLabel-19	MyLabel-20	MyLabel-21	MyLabel-22	MyLabel-23	MyLabel-24	MyLabel-25	MyLabel-26	MyLabel-27

After some modification.

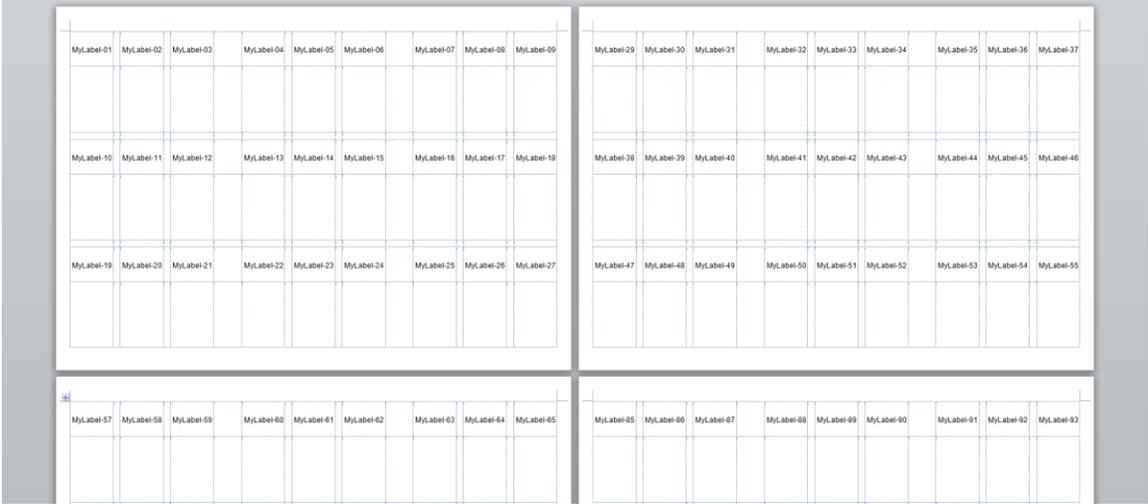
MyLabel-01	MyLabel-02	MyLabel-03	MyLabel-04	MyLabel-05	MyLabel-06	MyLabel-07	MyLabel-08	MyLabel-09
MyLabel-10	MyLabel-11	MyLabel-12	MyLabel-13	MyLabel-14	MyLabel-15	MyLabel-16	MyLabel-17	MyLabel-18
MyLabel-19	MyLabel-20	MyLabel-21	MyLabel-22	MyLabel-23	MyLabel-24	MyLabel-25	MyLabel-26	MyLabel-27

## Next

In the **“Complete the merge”** step, click **“Edit individual letters”**.



Now you got it!



### Any Question?

Please mail to [Services@Mr-Label.com](mailto:Services@Mr-Label.com)

We believe our customer's feedback, review, and customize requirement have crucial importance to our product innovation.