



How to import contacts from MS Excel Spreadsheet to MS Word 97/2000.

Your mailing list needs to have the correct format in order to merge its records to your labels. The information should be grouped by columns and should have a column header; a column header is used to identify the contents of each column. If "column A" contains a list of names, then "cell A1" should be marked as "Name." Please also note that the column headers should not contain special characters, spaces, or numerical values.

You may follow the steps listed below to import your information from a Microsoft Excel spreadsheet using Microsoft Word once your mailing list has been formatted.

1. Open a blank document in Microsoft Word and then click on Tools > Mail Merge.
2. The Mail Merge Helper dialog box will appear.
3. Click on Create > Mailing Labels under "Main Document."
4. Select "Active Window." The active document will become the mail merge main document.
5. Microsoft Word will return to the Mail Merge Helper window. Click on "Get Data" option under "Data Source."
6. You will have the following options:

- * Create a new data source
- * Open a data source
- * Header options
- * Address Book

7. Select "Open Data Source." The "Open Data Source" window will appear.
8. Select the data source that you want to use and then click on Open.

NOTE: Make sure that you are in the drive/folder where you saved your data source. Please also select the correct file type under the "List files of type" box.

9. Microsoft Word will display a message to set up the main document. Click on the "Set-up Main Document" button.
10. The "Label Options" dialog box will appear. Select the type of printer (dot matrix or laser), the type of label product (Avery Standard), and your product number on the list.
11. Microsoft Word will display the "Create Label" dialog box.
12. Select a Merge Field from the list and click on "Insert Merge Field."

NOTE: You can type the necessary spaces and punctuation marks between or after the Merge Fields.

13. Click on OK once you are done.
14. Click on the Merge button to merge your data with the document.

NOTE: Clicking on Query instead of Merge will allow you to select which records are going to be merged and sort the records in the data source.

15. Microsoft Word will display the Merge dialog box. Click on "New Document" to display the merged document on the screen. This will allow you to view the labels before printing them.

16. Save or Print your project.