



How to import contacts from MS Excel Spreadsheet to MS Word XP/2002/2003.

Your mailing list needs to have the correct format in order to merge its records to your Avery product. 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.

Open a blank Microsoft Word document and click on Tools > Letters & Mailings > Mail Merge. A task pane will appear on the right-hand side of the document. The task pane acts as a Mail Merge Wizard with six (6) steps to follow in completing the mail merge.

STEP 1 OF 6: SELECT DOCUMENT TYPE.

- * Select a document type from the list provided (Labels).
- * Click on "Next: Starting document."

STEP 2 OF 6: SELECT STARTING DOCUMENT.

- * Click on Label Options and set Label Products to Avery Standard.
- * Choose your Product Number from the list.
- * Click on OK to open the template.
- * Click on "Next: Select recipients."

STEP 3 OF 6: SELECT RECIPIENTS.

- * Choose a data source by selecting "Use an existing list" under "Select Recipient."
- * Click on the Browse button and locate your Excel spreadsheet. The Select Table dialog box will appear.
- * Choose the sheet where your data is saved (e.g. Sheet 1) and click on OK. The "Mail Merge Recipients" dialog box will appear.
- * Choose the records in the data file that you want to use. Clear the check box next to a record to exclude that record.
- * Click on OK and click on "Next: Arrange your labels."

STEP 4 OF 6: ARRANGE YOUR LABELS.

- * Click on "More Items". The "Insert Merge Field" dialog box will appear.
- * Click on a Field Name and then click on Insert.
- * Close the "Insert Merge Field" dialogue box after inserting all the Field Names that you need.
- * Arrange the Merge Fields on the template.
 - Place the cursor between Merge Fields and press the SPACEBAR on your keyboard to put a space between Merge Fields.

- Place the cursor between Merge fields and press ENTER on your keyboard to move a field name to the next line.
- * Click on "Update all Labels" to apply the formatting on the whole sheet.
- * Click on "Next: Preview your labels."

STEP 5 OF 6: PREVIEW YOUR LABELS.

- * A preview of the first page of your document will be displayed.
- Click on "Previous: Arrange your labels" to make changes to your document.
- Click on "Next: Complete the Merge" to proceed with the next step.

STEP 6 OF 6: COMPLETE THE MERGE.

- * Click on "Edit Individual Labels". A dialog box will appear.
- * Select "ALL" and then click on OK.
- * The merged document will appear on the screen.
- * Save and Print your project.