

# Create mailing labels by merging an address list

## Step 1: Create the main document

1. Click **New Blank Document** on the **Standard toolbar**.
2. On the **Tools** menu, click **Mail Merge**.
3. Under **Main document**, click **Create**, and then click **Mailing Labels**.
4. Click **Active Window**.

The active document becomes the [main document](#).

## Step 2: Open or create the data source

1. In the **Mail Merge Helper** dialog box, do one of the following:
  - [Create a new data source](#). Use this method if you haven't already stored names, addresses, and other data in a [data source](#), and you want to store the data in a Microsoft Word table.
  - Use data in an existing data source. Under **Data source**, click **Get Data**, and then click **Open Data Source**. Select a Word document, or a worksheet, database, or other list, and then click **Open**. Click **Set Up Main Document**.
  - Use addresses from an electronic address book. Under **Data source**, click **Get Data**, and then click **Use Address Book**. Select an address book, and then click **OK**. Click **Set Up Main Document**.

## Step 3: Select the label type and insert merge fields

1. If you don't see the **Label Options** dialog box, click anywhere in the main document, and then click **Mail Merge** on the **Tools** menu. Under **Main document**, click **Setup**.
2. Select the type of printer and labels you want to use, and then click **OK**.

If the type of labels that you want to use is not listed in the **Product number** box, you might be able to use one of the listed labels, or you can [create your own custom labels](#).

3. In the **Create Labels** dialog box, insert [merge fields](#) where you want to merge addresses from the data source. To insert a merge field, click **Insert Merge Field**, and then click the field name you want.

See [tips on inserting merge fields](#).

4. If you want to include POSTNET bar codes on mailing labels, click **Insert Postal Bar Code**. Specify the merge fields that contain the ZIP Code and street address, and then click **OK**.

Learn about [POSTNET bar codes](#).

5. Click **OK**.

## Step 4: Merge the data into the main document

1. If you want to specify the order in which data is merged, or merge only part of the data, you can [sort and select data records to merge](#).
2. If you want to see how the merged data will appear, you can [preview the merged documents](#).
3. In the **Mail Merge Helper** dialog box, click **Merge** under **Merge the data with the document**.
4. If you want to check the data source for errors before you merge, click **Check Errors**. Choose an option, and then click **OK**.
5. Do one of the following:
  - Send the merged labels directly to a printer. Click **Printer** in the **Merge to** box, and then click **Merge**.
  - [Store the merged labels in a new document](#), so you can review, edit, and print them later.