

# Mail Merge Tool in MS Word 2003

Microsoft Mail Merge Tool produces mailing labels, form letters, name tags, file folder labels and much more. The Mail Merge Tool process in MS Word 2003 is similar but now all the steps are entered in a wizard along the right hand side of the screen.

## Create mailing labels from an Excel spreadsheet

The Excel spreadsheet file must contain headings (field names) in the first row then the data must follow in subsequent rows. The following headings may be included for address labels: First Name, Last Name, Address 1, Address 2, City, State, and Zip.

- 1) Open a new Word document
- 2) Select *Tools*
- 3) Select *Letters and Mailings*
- 4) Select *Mail Merge*
- 5) A wizard will open up on the right hand of the screen
- 6) **Step 1 of 6:** Select Document Type
  - Select the radio button for *Labels*
- 7) Select the radio button for *Change Document Layout*
- 8) Click on the blue hyperlink for *Label Options*
  - The *Label Options window* appears; select type of label. The screen will default to *Print to Laser or Ink jet* and the Default Tray will be *Auto feed*. Then you will have to select the product name. I use *Avery 5160 Address* for 30 labels on a page. You will have to scroll down the list of options to select the product you would like to use, then select *OK*
- 9) **Step 2 of 6:** [Select Recipients](#)
  - Select radio button for *Use an Existing Link*
  - Click on [Browse](#)
  - Find your saved Excel Spreadsheet
  - Select the first sheet containing your data
  - Click the *Select All* button and then click the *OK button*
- 10) **Step 3 of 6:** [Next: Arrange your labels](#)
  - Select [Address block](#)
  - Review Insert Address block options
  - Select Match fields button and be sure fields are correct and click the *OK* button
  - Click the *OK* button
  - Click on *Update all labels* button
- 11) **Step 4 of 6:** [Next: Preview your labels](#)
- 12) **Step 5 of 6:** [Next: Complete the merge](#)
- 13) **Step 6 of 6:** [Print](#)
  - Merge to Printer window appears
  - Defaults to All
  - Click on *OK* button.
  - Print window appears and click *OK* button.

## • Create form letters from Excel spreadsheet

The Excel spreadsheet file must contain headings (field names) in the first row then the data must follow in subsequent rows. The following headings may be included for the form letter: First Name, Last Name, Address 1, Address 2, City, State, and Zip.

1. Open a new Word document
2. Select *Tools*
3. Select *Letters and Mailings*
4. Select *Mail Merge*
5. A wizard will open up on the right hand of the screen
6. **Step 1 of 6: Select Document Type**
  - Select the radio button for *Letters*
  - Click on [Next: Starting Document](#)
  - Select the radio button for *Use the current document*
7. **Step 2 of 6: [Select Recipients](#)**
  - Select radio button for *Use an Existing Link*
  - Click on [Browse](#)
  - Find your saved Excel Spreadsheet
  - Select the first sheet containing your data
  - Click the *Select All* button and then click the *OK* button
8. **Step 3 of 6: [Next: Write your letter](#)**
  - Insert [Address block](#)
  - Insert [Greeting line](#)
  - Review Insert Address block options,
  - Select Match fields button and be sure fields are correct, then click *OK* button
9. **Step 4 of 6: [Next: Preview your letter](#)**
10. **Step 5 of 6: [Next: Complete the merge](#)**
11. **Step 6 of 6: [Print](#)**
  - Merge to Printer window appears
  - Defaults to All
  - Click on *OK* button.
  - Print window appears and click *OK* button.