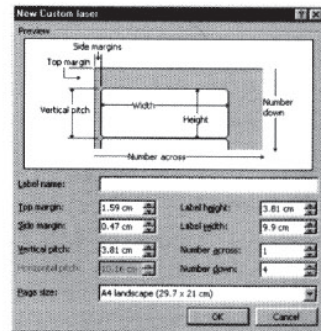
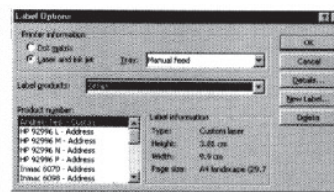
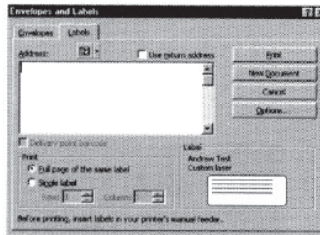
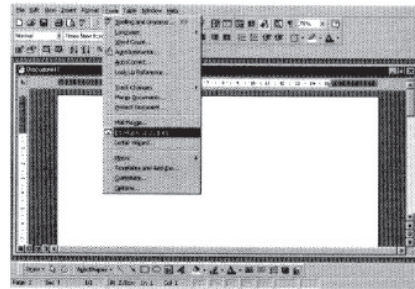


# Using Microsoft® Word with Label Line labels

## Creating a Label Line Label Format

Label formats can be easily created in Word for Label Line Labels. The follow instruction will lead you through below to set up for your Label.

- 1) Open **Word**.
- 2) Click **File** and then **New** to start a new document.
- 3) On the **Tools** menu click **Envelopes and Labels**.
- 4) On the **Labels** menu folder click **Options**.
- 5) On the **Label Options...** menu click **New Label**
- 6) In the **Label Name** line give your label a unique name (we suggest the name "LL - {Label No.}")  
*Note: some older versions of Word do not allow for naming of custom labels.*
- 7) On the **Paper Size** menu **Select A4 (21 x 29.7cm)** for Portrait print or **A4 landscape (29.7 x 21cm)** for Landscape print.
- 8) Measure the labels carefully and input the required dimensions into the **New Label** screen. If in doubt contact Label Line on 1800 000 612.
- 9) When all dimensions have been completed click **OK**
- 10) At the **Label Option** menu your new custom Label Line label should appear under the **Product Number** menu.
- 11) Click **OK** to return to the printing a single type label or click **Cancel** in the **Envelopes and Labels** menu to return to the **Word** document for mail merge.



Mentioned Trademarks are registered Trademarks of their respective owners.

# Creating Mail Merge Labels in Microsoft® Word

Label Line Suggested Simple Technique Only

- 1) Develop a mail list in Microsoft® Excel. This can be imported from a delimited file, database or created directly in Excel. *Suggested cell headers may include: "Contact", "Company", "Address1", "Address2", "City", "State", "Postcode".* Once your spreadsheet is completed save the spreadsheet (remembering the directory and file name) and close Excel.
- 2) Open **Word**
- 3) Click **File** and then **New** to start a new document.
- 4) On the **Tools** menu, click **Mail Merge**.
- 5) Under (1) Main Document, click **Create**, click **Mailing Labels**, and then click **Active Window**. The document on the screen becomes the mail-merge main document.
- 6) Under (2) Data Source, click **Get Data** and then click **Open Data Source**.
- 7) Assuming you have created and saved an Excel mail file, at **Files of type** (at the bottom left of the window) click **MS Excel Worksheets**.
- 8) At Find the directory the Excel spreadsheet is saved in and then select its file name.
- 9) If there was more than one sheet in the Excel file, the program will then ask you to open the **Entire Work Book** or just the **Select Sheet**. Click **OK**
- 10) After you designate the data source, Word displays a message window. Click **Set Up Main Document**.
- 11) In the Label Options dialog box, select the type of printer and the type of labels you want to use. If you have not set up for your Label Line label, click **New Label** and proceed to setup the label parameters.
- 12) In the **Create Labels** dialog box, insert the merge fields for the address information.
- 13) To create the label format click **Insert Merge Field** and add fields as follows:  

```
<<Contact>> _J  
<<Company>> _J  
<<Address1>> _J  
<<Address 2 (if applicable)>> _J  
<<Suburb>> <<City>> <<Postcode>> _J
```
- 14) When the field designation is complete, click **OK**
- 15) To print labels for only selected addressees, click **Query Options**, and then specify criteria for selecting the data records.
- 16) Click **Merge**.
- 17) At the **Merge** dialog box, "Merge to" should be set to **New Document**. Click **Merge**
- 18) The merge should appear as a formatted document in the active Word window. You can now adjust fonts and add graphics to each label.
- 19) Once your formatting is complete, load the label paper into the printer and print as a normal document.

Mentioned Trademarks are registered Trademarks of their respective owners.

Label Line Pty. Ltd.  
Unit 7/9 Jersey Road  
Bayswater Vic 3153

Phone: (03) 9729 9511  
Fax: (03) 9729 9311  
Email: info@labelline.com

**LabelLine**  
Pty. Ltd  
©Copyright 1999 Label Line  
Pub No. Pub0003 10/99