

How to Print Labels from Excel

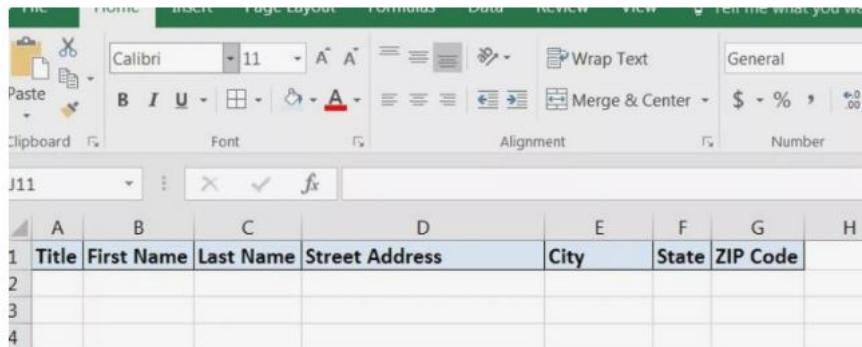
Instructions for Excel 2003 – 2016

<https://www.lifewire.com/make-labels-with-excel-4157653>

To make mailing labels from Excel, your spreadsheet must be set up properly. Type in a heading in the first cell of each column describing the data in that column clearly and concisely. Make a column for each element you want to include on the labels. For instance, if you want to create mailing labels from Excel, you might have the following column headings: **Make sure there are no empty column and no empty rows.**

- Title (Mr./Ms./Dr.)
- First Name
- Last Name
- Street Address
- City
- State
- ZIP Code

Prepare the Worksheet



Enter the Data

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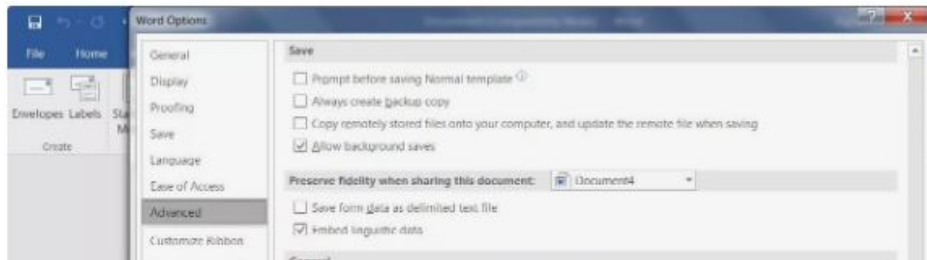
A screenshot of an Excel spreadsheet showing the same template as above, but with data entered into rows 2 and 3. Row 2 contains: Mr., John, White, 3577 Brooklyn Street, Irvine, IL, 19123. Row 3 contains: Dr., Sheryl, Robledo, 3625 Spirit Drive, Syracuse, FL, 70339.

	A	B	C	D	E	F	G	H
1	Title	First Name	Last Name	Street Address	City	State	ZIP Code	
2	Mr.	John	White	3577 Brooklyn Street	Irvine	IL	19123	
3	Dr.	Sheryl	Robledo	3625 Spirit Drive	Syracuse	FL	70339	

Type the names and addresses or other data you want when you print labels from Excel. Make sure each item is in the correct column. Avoid leaving blank columns or rows within the list. Save the worksheet when you have finished.

Confirm File Format

Confirm File Format

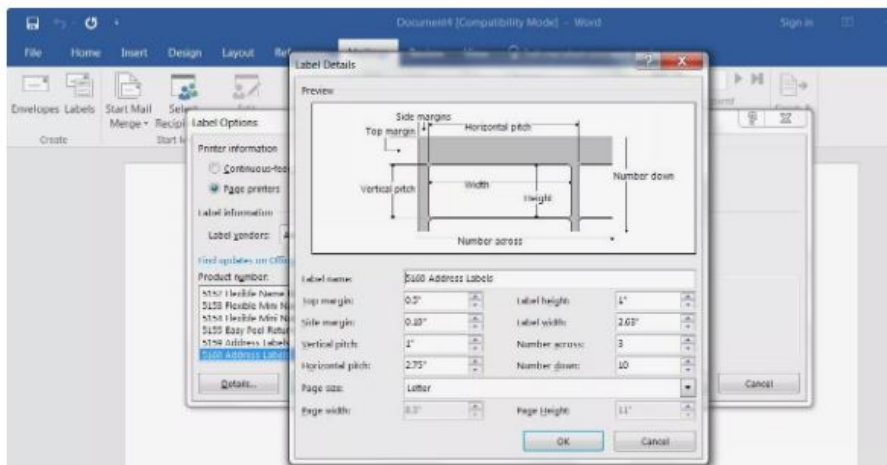


The first time you connect to an Excel worksheet from Word, you must enable a setting that allows you to convert files between the two programs.

1. In Word, click on the **File** tab and choose **Options** at the bottom of the left pane.
2. Click **Advanced** in the left pane of the Word Options window and then scroll down to the **General** section.
3. Make sure the **Confirm File Format Conversion on Open** is selected and click **OK**.

Set Up Labels in Word

Set Up Labels in Word

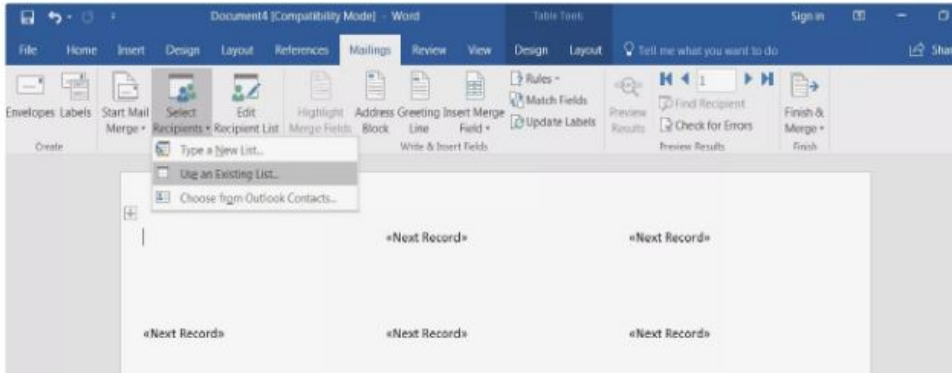


1. Open a blank Word document.
2. Go to the **Mailings** tab, choose **Start Mail Merge** and click on **Labels**.

3. Choose the brand in the **Label Vendors** box and then choose the product number, which is listed on the label package. You can also select **New Label** if you want to enter custom label dimensions.
4. Click **OK** when you are ready to proceed.

Connect the Worksheet to the Labels

Connect the Worksheet to the Labels

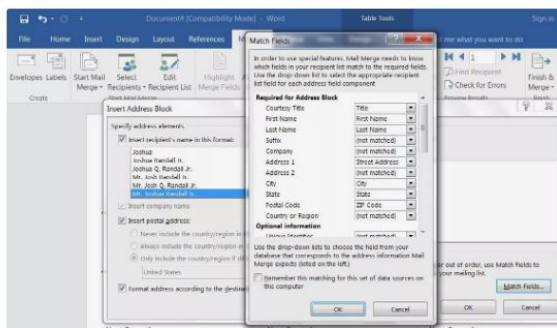


Before performing the merge to print address labels from Excel, you must connect the Word document to the worksheet containing your list.

1. On the **Mailings** tab, click **Select Recipients** in the Mail Merge group and choose **Use an Existing List**.
2. Navigate to the Excel worksheet containing your list in the Select Data Source window that opens and click **Open**.
3. Click **OK** to confirm that you want to use the list and click **OK** again to select the table containing your list. The page will now be filled with labels that say **«Next Record»**.

Add Mail Merge Fields

Add Mail Merge Fields



This is where those headings you added to your Excel worksheet will come in handy.

1. Click on the first label on the page and then select **Address Block** in the Write & Insert Fields section of the Mailings tab.
2. Click the **Match Fields** button on the Insert Address Block dialog box that appears.
3. Make sure your headings correspond with the required fields. If any of them are incorrect, use the drop-down arrow beside it to match up to the correct field.
4. Click **OK**. Click **OK** again to close the dialog box and then click **Update Labels** in the Write & Insert Fields section of the Mailings tab.

Perform the Merge

Perform the Merge



Once you have the Excel spreadsheet and the Word document set up, you can merge the information and print your labels.

1. Click **Finish & Merge** in the Finish group on the Mailings tab.
2. Click **Edit Individual Documents** to preview how your printed labels will appear. Select **All** and click **OK**.

A new document opens with the mailing labels from your Excel worksheet. You can edit, print and save the labels just as you would any other Word document

Tidbits: Once the information for the labels is on the labels, you can go label by label and adjust to get it just how you like it..