



The easy way to print labels using Mail Merge

Applies to: Office 2000 Office 2002 Office 2003

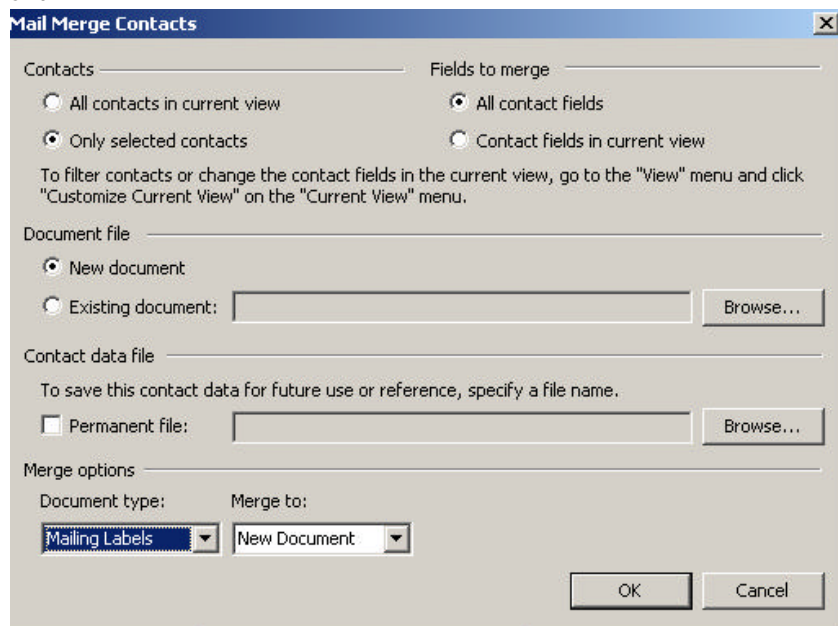
Background:

Normally, we do not recommend using labels for letters – we recommend using window faced envelopes – much easier, quicker and cheaper.

However, there are times when you will need to print labels, such as for sending out Christmas cards. These instructions assume you have filtered your customer base first, to just select those people you want to send the communication to.

Instructions:

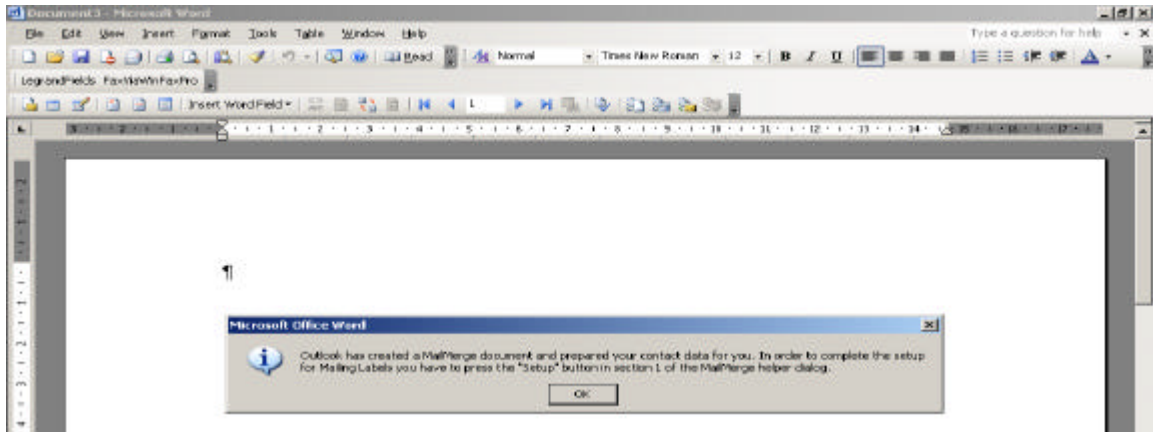
1. In Outlook, open the relevant **youGROW** Contacts folder, and filter your list.
2. Click **Mail Merge** on your customised toolbar (Or select **Tools**, then **Mail Merge**).
3. From the menu as below, check that **All contacts in Current View** is selected, document file is **New Document**; Under **Merge Options** – **Document Type** is **Mailing Labels**; **Merge to** is to **New Document**.



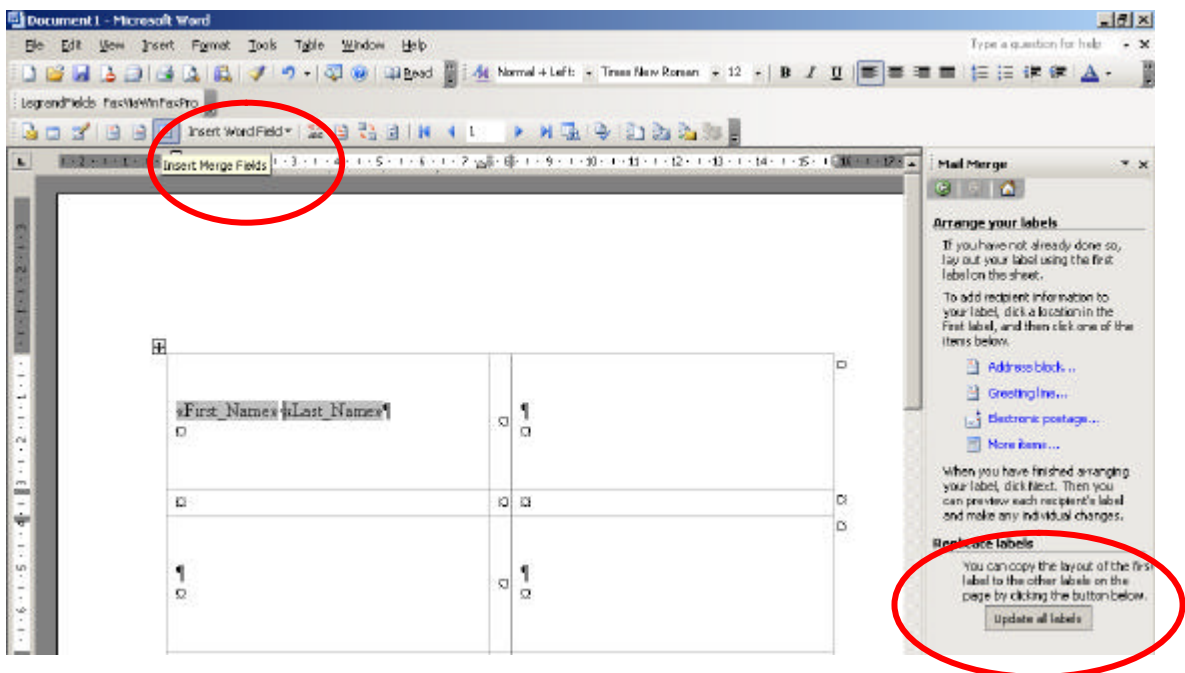
4. Click **OK**. Outlook will now open MS Word, and export your relevant contact details.
5. You will be prompted with the following message – click **OK**, select **Setup**, and select the appropriate label type (remember to select Avery A4 and A5 from the **Label Products** field – MS Word defaults to American paper sizes for labels).



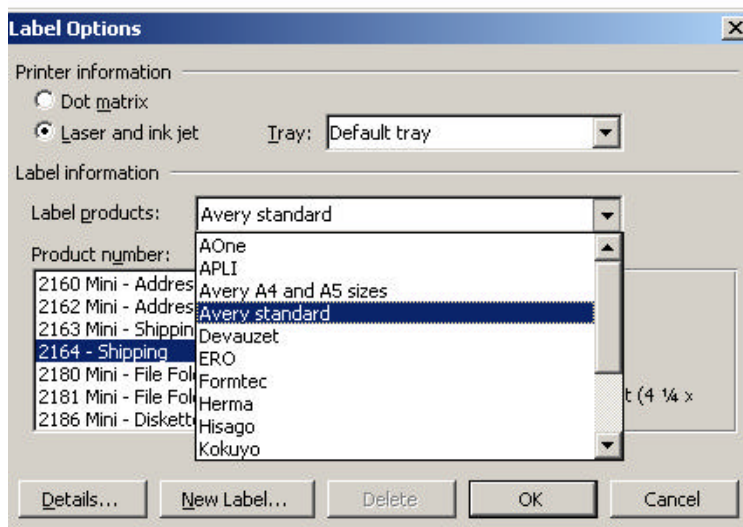
youGROW
RELATIONSHIP MARKETING DATABASE
TRAINING NOTES



6. In the Mail Merge Wizard on the right hand side, you should have **Step 3 of 6** showing.
7. Click on the **Insert Merge Fields** icon on the toolbar (as per the diagram below) and select the Outlook fields you will need in your label.
8. Click on **Update all Labels**, to replicate the merge information to the other labels.



9. Click **Label Options** to select the type of label (remember to select Avery A4 and A5 from the **Label Products** field – MS Word defaults to American paper sizes for labels).



10. Select the exact label type as indicated on your box of labels and click **OK**.
11. Select **Next** twice, to complete your merge.
12. Now print out your labels.