

How to use mail merge to create bulk labels from Excel spreadsheet

We use Word for Office 365, Excel for Office 365 in this document.

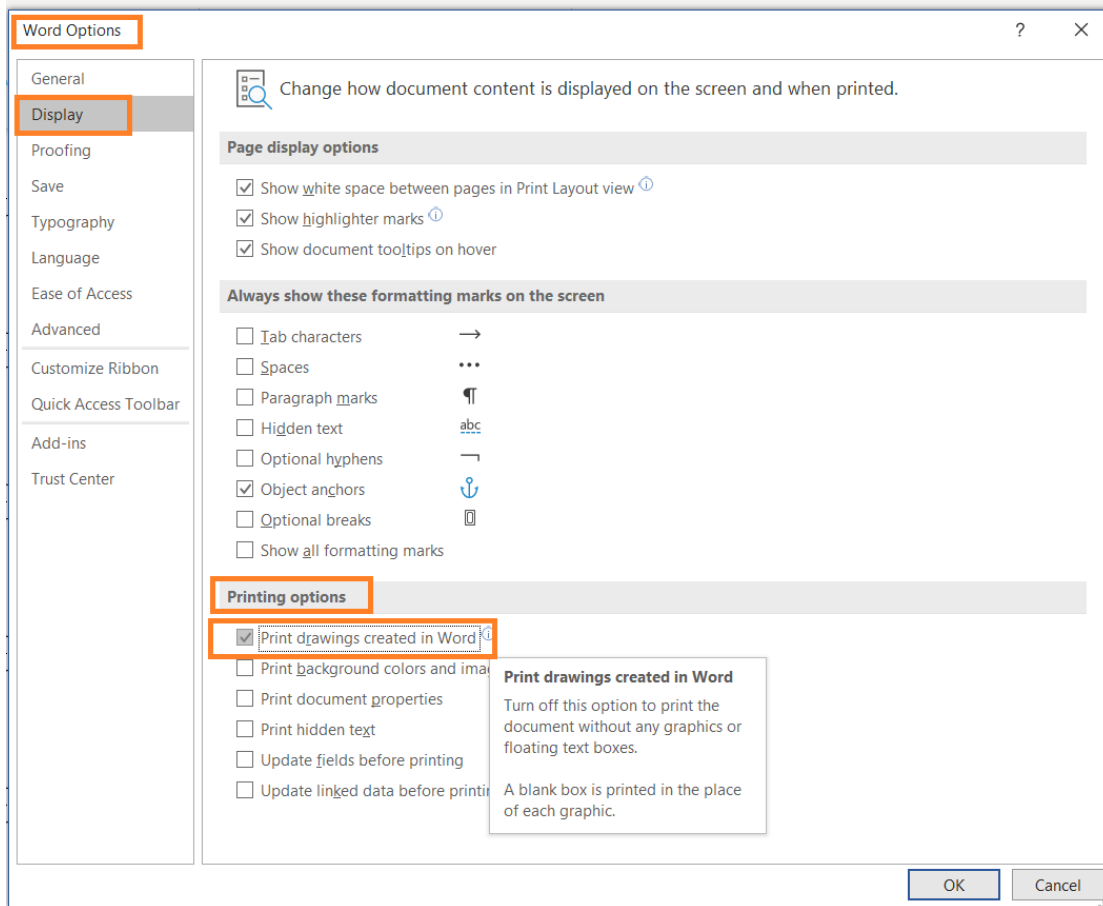
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ATTENTION:

Before printing, go to **'Word Options' – 'Display' – 'Printing options'** , Uncheck the box before **'Print drawings created in Word'**.

By turning off this option, the outlines of the labels won't be printed.

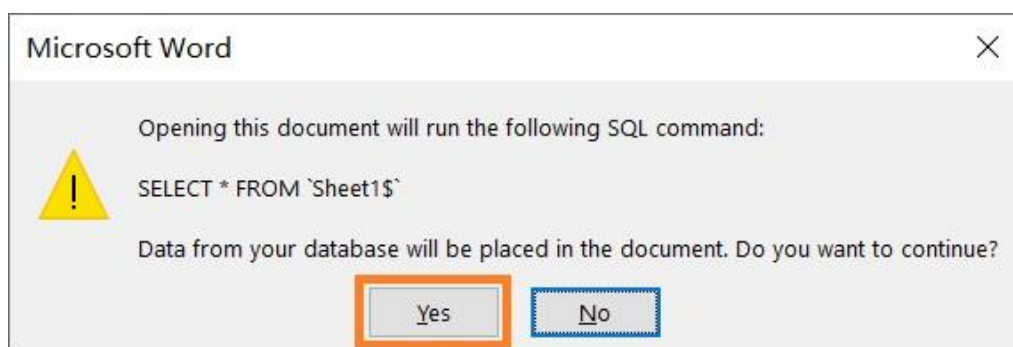


1 Download and link the sample Excel

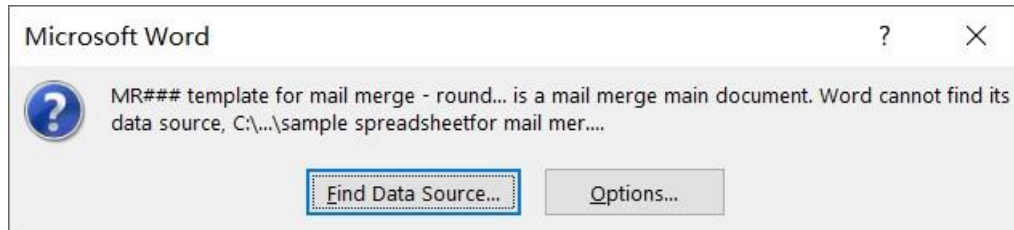
First download the 'Mail Merge Word Template' together with the 'Sample Excel file'.

When you download and save the 'Mail Merge Word Template' to your local computer, the link between the 'Mail Merge Word Template' and 'Sample Excel' will be invalid. You need to link the two files again following the procedures below.

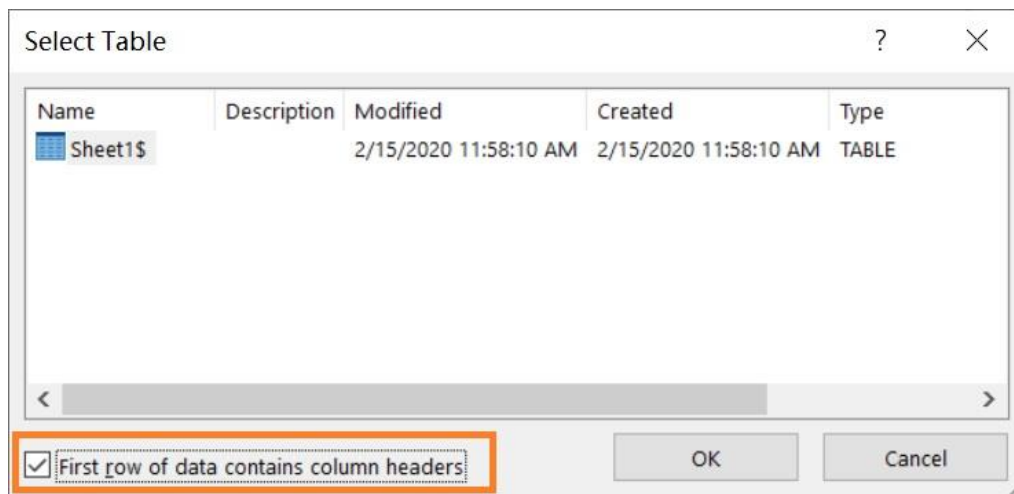
Click "Yes" in the following dialog.



Click 'Find Data Source' in the dialog below, then select the 'Sample Excel' file in your computer.

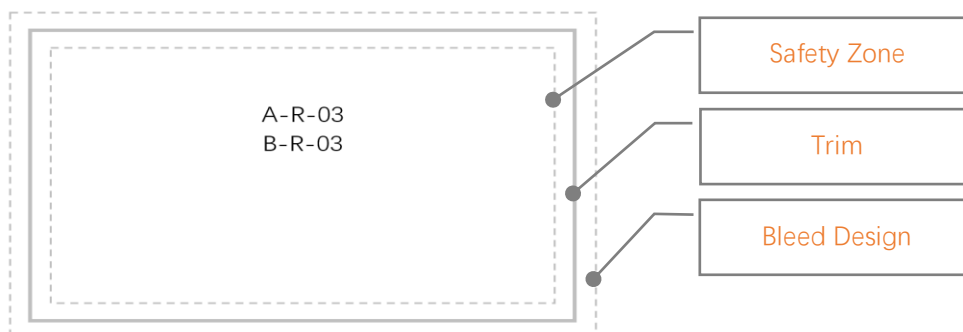


Turn on the option 'First row of data contains column headers'



Now, the Word and Excel files have been linked.

2 The purposes of outlines



There are 3 or 2 outlines in MR-Label Word template.

"Safety Zone Outline"

The dashed inner outline.

Text & logos should be inside the safety line to ensure they're not cut off during the printing.

Printers have an accuracy of approximately 1mm in the vertical and in the horizontal, and the paper can also rotate slightly as it goes through the printer. You need to take this into account when you design your labels. If possible, avoid designing labels outside the safety line.

“Trim outline”

The solid middle outline.

the edge of actual labels.

“Bleed design outline” (optional)

The dashed outer outline.

Any background color or graphic that you want printed to the edge should extend to this line to ensure the final product has no blank space along the edges.

3 Edit labels - One for all

Design the first label, then apply it to all the rest labels with one click.

We highly recommend visiting Office 365's official guidance for detailed explanation.

Video

<https://support.office.com/en-us/article/video-mail-merge-507b5468-f771-485d-9ef0-27857168a266?ui=en-US&rs=en-US&ad=US>

Text

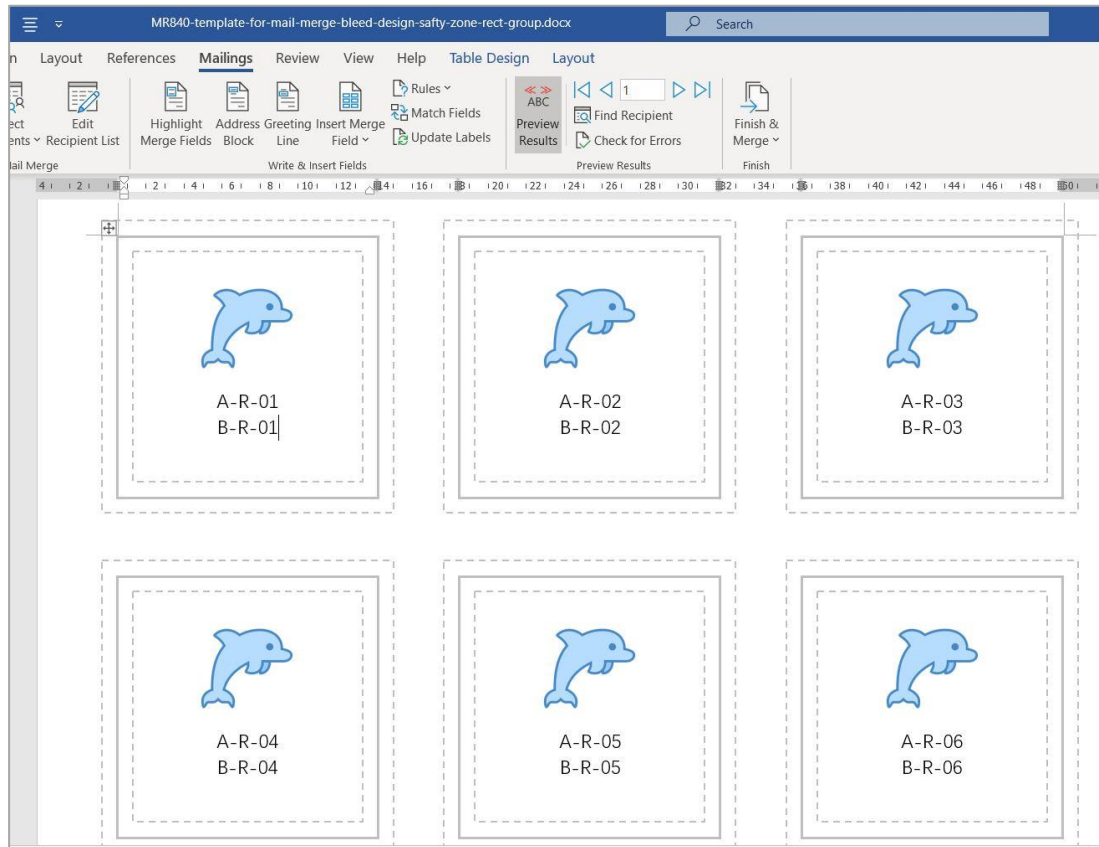
<https://support.office.com/en-us/article/Mail-merge-using-an-Excel-spreadsheet-858C7D7F-5CC0-4BA1-9A7B-0A948FA3D7D3>

Here we want to emphasize the following three functions which are most frequently used in our situation.

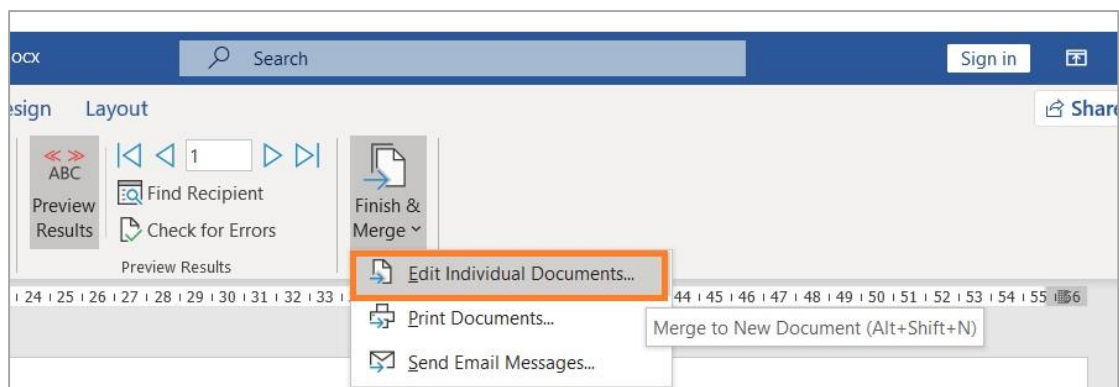


Insert Merge Field | Update Labels | Preview Results

And don't forget that you can add pictures or shapes to the first label, then apply them to all the rest.



4 Edit labels - One by one



With help of the function "Edit Individual Documents", you have the flexibility to make change for every individual label based on the previous batch design.

After you click the “Edit Individual Documents”, another Word document will be generated, and you will continue to work on this new file,

Remember to save the previous “Mail Merge Word” document for future batch design.

5 Edit the Excel

While the “Mail Merge Word Document” is open, the related MS Excel file is not editable. you need to close the “Mail Merge Word Document” first before making any changes to the MS Excel file.

After you make changes to the MS Excel file, then open the “Mail Merge Word Document”, all records and fields will update automatic.

6 Print

As mentioned before, you need to turn off the option of ‘Print drawings created in Word’.

And always test printing on a plain white paper first, then holds up to the light against a sheet of labels to check that your design is roughly aligned. Adjust your printer and design if necessary.