USING MAIL MERGE TO MAKE LABELS, UPDATED November 2024

**Part 1: The Excel Sheet.**

* Give each column in the Excel sheet a heading in row 1. Make it something that you’ll be able to understand (if it’s the latitude, make it “latitude”, not “column 1”), for ease of use.
* Put your data into Excel in the columns. Make sure each desired label is a separate row.

**Part 2: The Merging.**

* Make a new Microsoft Word document. Set it up for labels (Calibri font size 4 bold, 10 columns w/0.01” spacing, margins [.25 top, .27 bottom, .25 L and R], spacing at exactly 3.8 pt or 4 pt, no space btwn paragraphs). Go to the “Mailings” tab (at the top, between “References” and “Review”). Click “Start Mail Merge”, and select “Step-by-Step Mail Merge Wizard”.
* Step 1: Select “Directory” as the document type. **VERY IMPORTANT.**
* Step 2: Tell it you want to “use the current document” to make your merge.
* Step 3: “Use an existing list”. Browse for your Excel workbook, click it, and select the worksheet that you want to use. Make sure the box for “First row of data contains column headers” is checked.
* Step 4: Use the “insert merge field” button on the ribbon to make your label. Anything you type will be copied over, only the merge fields will change with the Excel sheet. The merge fields are surrounded in <<>>.
* Step 4.5: you can copy the label as many times as you want it. A**nything you put on this document will ONLY be the data from the first data row in Excel. If you want that first label to repeat 28 times, then copy the label 28 times.** You can copy (Ctrl+C) and paste (Ctrl+V) the merge fields – hit the “highlight merge fields” button on the ribbon to make sure that it worked, though. You might have to manually create each entry.
* Step 5: hit “preview results” and make sure that the data from the first row is showing up nicely. If your label looks weird/not like you wanted it, go back a step and try again. Futz with it till you like it.
* Step 6: merge it! Hit the “To New Document…” button. It may take a while, depending how many rows there are and how old your computer is. Once it’s done, it will open your new document and you can save it as whatever you want, wherever you want it.
* **NOTE:** The new document will have data from ALL the rows in it, not just the first one. If you want to pick and choose which rows it uses you have two options – you can copy just the rows you want onto another sheet/into another workbook, OR you can use the checkboxes in the Step 3 dialog box to select rows from the worksheet.

Merge fields: A black text on a white background

Description automatically generated Completed merge: A close up of a label

Description automatically generated