



Dear Diane,

I heard there is a way to take an excel spreadsheet and make mailing labels. Is this true?

Mailing Madness

Dear Label Maker,

Yes, this is just one of the functions that you can use with a mail merge. Actually what you use is Microsoft Word. On the Mailings tab you can start what is called a mail merge. What you are doing is creating fields in an excel spread sheet and merging it with the label form in Word.

You can create word documents, labels, and emails using this function. In your case you would create an excel worksheet with one column for the name, and another column for the address (city, state, zip) for each label.

If you use the mail merge wizard it walks you through the entire process.



This is a really cool feature if you are sending out an email to a group of people that will use the same text for them all but all you want to do is make a few changes to personalize it.

If you would like more instructions or further assistance I have a Word class that shows this in more detail and if you call me I can work with you by remoting into your computer.

Happy Creating... DSG