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How to create Labels and other word documents using Mail merge

1. What is mail merge?

It is a way of placing content from a spreadsheet, database, or table into a Microsoft Word document. Mail merge is ideal for creating personalized form letters or labels instead of editing the original letter several times to input different personalized information. As you can imagine, this can save a lot of time as well as worry about not changing all of the information for the new recipient.

In order to create a mail merge, two documents are needed: a Word document and a file with the data or records. This file can take many forms, such as an Excel spreadsheet. For this example we will use a Sample of Membership Data similar to what you have been provided with from the Membership Team.

At the end of this document, you should be able to:
- Create a new mail merge from a document and a data source using the PC Mail Merge Sidebar Wizard.
- Edit an existing merged document using the Mail Merge Toolbar or Mailings Tab.

These instructions assume you have a basic working knowledge of Word 2003 and Excel 2003.

2. What is a mail merge Template?

A mail merge template is a word document that has already been setup to be used in conjunction with your Branch Membership Data without the difficulty of creating your own mail merge document.

We have created two templates

Membership Labels Template
- Assumes that you are using sheets of 21, 63.5mm x 38.1mm labels
- Prints Labels with the following layout

«Title» «First_Name» «Surname»
«Address_Line_1»
«Address_Line_2»
«Address_Line_3»
«Address_Line_4» «Address_Line_5»
«City»
«County»
«Postcode»

Branch Membership List Template
- Creates an easy to print membership list with six records per page in a similar style to the old printed membership lists.
- Prints records similar to the example to the right.

Membership No: «Membership_Number»
Joined on: «Date_Joined» Expires on: «Expiry_Date»

«Title» «First_Name» «Surname»

«Address_Line_1»
«Address_Line_2»
«Address_Line_3»
«Address_Line_4» «Address_Line_5»
«City»
«County»
«Postcode»

Email: «Email»
Home: «Home»
Mobile: «Mobile»

Has MS? «Has_MS»   DoB: «Date_of_Birth»   Age: «Age»
Qualifies for Gift Aid? «Qualifies_for_Gift_Aid»

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For Adding New Text • If you want to add new text at the end of a file, simply place the cursor to the end part and start typing using the keyboard.. 1 Windows 10 1 GB Memory (RAM) 20 MB Free Disk Space SVGA Resolution Display Net Framework 2.

• You can also select the part you want to clear by left clicking on the text and dragging the mouse along.

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• Pasting text • Formatting text We hope at least one of these solutions helped you, and that you're now able to edit Word 2016 documents again.

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• For adding text in between a document, place the cursor to the required portion and start typing.. If needed then Windows 8 and 10 will prompt you and automatically install for you.. System Requirements Operating System Minimum Specification Windows XP SP2 Windows Vista Windows 7 Windows 8 and 8.. Optionally you can create file associations so when you double click a Word® document it will open with Ableword automatically.

not able to print word documents

This can be accessed from Control Panel - 'Add Remove Software' or 'Programs and Featues' on later operating systems.. Latest Release March 9th 2015 Version 3 0 How to uninstall AbleWord includes an uninstaller if you wish to remove the software at a later date.. Copying A Text • If you want to copy an entire word file, simply select the whole file or use keyboard shortcut Control + A and then right click to select the option "Copy".. Deleting A Part Of The File • If you wish to delete some parts from the end of the file, take the cursor to the end point and keep pressing "Backspace" till the text is cleared.. • Adding new text • Deleting a part of the text • Copying a text • Moving text.. After the part has been selected, simply click "Backspace" and the text gets deleted.. Thus, we shall cover these simple operations in this tutorial so that you could muster the right ways of editing a word file. e10c415e6f