Mail Merge to Labels

A mail merge simply takes a list of names and merges them into ‘fields’ of a document. That document could be labels, envelopes, or a form letter.

  

Follow along with the video to preview the process and establish the mailing list. This lesson will show specifically how to merge to a label document.

For this example, the label type is Avery 5360 and the below names/addresses will be used.

A Anderson

ABC Co.

123 Street

City, State 00000

B Bennett

BCA Co.

231 Street

City, State 00000

C Campbell

CBA Co.

321 Street

City, State 00000