# MSWord 2000 Address Labels

Print one or more mailing labels for a single address

On the **Tools** menu, click **Envelopes and Labels**, and then click the **Labels** tab.

1. In the **Address** box, do one of the following:
   o Enter or edit the address.

   o [Insert an address from an electronic address book](#).

   o If you want to use the [default return address](#), select the **Use return address** check box, and then edit the address if necessary.
2. Under **Print**, do one of the following:
   o To print a single label, click **Single label**. Then, type or select the row and column number on the label sheet for the label you want to print.

   o To print the same address on a sheet of labels, click **Full page of the same label**.
3. To select the label type, the type of paper feed, and other options, click **Options**.

   If the type of label you want to use is not listed in the **Product number** box, you might be able to use one of the listed labels, or you can [create your own custom labels](#).

   For Help on an option, click the question mark ⊠ and then click the option.

4. In the **Envelopes and Labels** dialog box, do one of the following:
   o To print one or more labels, insert a sheet of labels into the printer, and then click **Print**.

   o To save a sheet of labels for later editing or printing, click **New Document**.

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Create mailing labels by merging an address list

Step 1: Create the main document

1. Click **New Blank Document** ⊠ on the **Standard** [toolbar](#).

2. On the **Tools** menu, click **Mail Merge**.

3. Under **Main document**, click **Create**, and then click **Mailing Labels**.

4. Click **Active Window**.

The active document becomes the [main document](#).

Step 2: Open or create the data source

1. In the **Mail Merge Helper** dialog box, do one of the following:
   - [Create a new data source](#). Use this method if you haven't already stored names, addresses, and other data in a [data source](#), and you want to store the data in a Microsoft Word table.

   - Use data in an existing data source. Under **Data source**, click **Get Data**, and then click **Open Data Source**. Select a Word document, or a worksheet, database, or other list, and then click **Open**. Click **Set Up Main Document**.

   - Use addresses from an electronic address book. Under **Data source**, click **Get Data**, and then click **Use Address Book**. Select an address book, and then click **OK**. Click **Set Up Main Document**.

Step 3: Select the label type and insert merge fields

1. If you don't see the **Label Options** dialog box, click anywhere in the main document, and then click **Mail Merge** on the **Tools** menu. Under **Main document**, click **Setup**.

2. Select the type of printer and labels you want to use, and then click **OK**.

   If the type of labels that you want to use is not listed in the **Product number** box, you might be able to use one of the listed labels, or you can [create your own custom labels](#).

3. In the **Create Labels** dialog box, insert [merge fields](#) where you want to merge addresses from the data source. To insert a merge field, click **Insert Merge Field**, and then click the field name you want.

   See [tips on inserting merge fields](#).

4. If you want to include POSTNET bar codes on mailing labels, click **Insert Postal Bar Code**. Specify the merge fields that contain the ZIP Code and street address, and then click **OK**.

   Learn about [POSTNET bar codes](#).

5. Click **OK**.

Step 4: Merge the data into the main document

1. If you want to specify the order in which data is merged, or merge only part of the data, you can [sort and select data records to merge](#).

2. If you want to see how the merged data will appear, you can [preview the merged documents](#).

3. In the **Mail Merge Helper** dialog box, click **Merge** under **Merge the data with the document**.

4. If you want to check the data source for errors before you merge, click **Check Errors**. Choose an option, and then click **OK**.

5. Do one of the following:
   - Send the merged labels directly to a printer. Click **Printer** in the **Merge to** box, and then click **Merge**.

   - [Store the merged labels in a new document](#), so you can review, edit, and print them later.

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