Open new document in Word

Under Mailings tab

Using the mail merge feature, set up the main document as labels

Choose Avery 5163 as your label type

Using the mail merge feature select recipients you will type a new a new list using the following addresses

PART 2 NOTE**

Instead of creating a new address list you will need to use an existing list. Select the Mail Merge database from your files and follow the above instructions.

Mr. Joseph Simmons	**Mrs. Nellie Taylor**	**Doug Lewis**
1 Valley Forge Dr.	**1212 Austin St.**	**PO Box 122**
Comanche TX 76442	**Abilene, TX 79602**	**Austin TX 76441**

Use the mail merge feature, insert merge fields as shown below

       <<First_Name>> <<Last_Name>>

       <<Address_Line1>>

       <<City>>, <<State>> <<Zip>>

Choose Update Labels so that the information will carry to each label

Preview labels to make sure they are correct

Select Finish and Merge, Print Document

PART 2

Now save the mail merge database from the class website to your personal space.

Create a second document following the above instructions. Instead of creating a new address list you will need to use an existing list. Select the Mail Merge database from your files and follow the above instructions.