

This document is a step-by-step in the use of [Avery Wizard Version 3.1 for Microsoft Office](#) to print mailing labels (or other standard purchased forms such as name tags). Screen capture is used to create reference figures to accompany most of the text-describing steps. Likely, this Wizard offers a user-friendly version of the many steps Microsoft Knowledge Base describes in its Mail Merge program that can be used to link an Excel spreadsheet (or Access database or Word table for that matter) with Word's label maker.

Step 1. Download freely Avery Wizard from their website: www.avery.com

Once successful, note the word **Avery** in the Word toolbar at the top of a [blank Word document](#). Click on **Avery** and the Avery Wizard icon appears in the toolbar area. Click on the **Avery Wizard icon**. {Note: you must be ready to type in Word before you can see the word or the icon – nothing is displayed on the desktop, e.g., as a named standalone icon or in a desktop toolbar.}

2. Figure 1 (see page 3) shows the Avery **Welcome** screen that typically has a blank Word document as a surrounding white canvas. {Note the top tabs—**FORMATTING** and **MAIL MERGE**—are the two software routines used to achieve our goal. One can pick up and move the Welcome screen off the canvas; hence the blank Word document is ancillary to our effort right now.} Click **Next**.

3. Figure 2 is a screen that prompts for the right Avery product. Choose a Product Category, e.g., Mailing Labels from the dropdown menu, or if we already know the label product number, simply type it in the Product Number within the description fill box. In our case, **5160** or as appropriate in the future, in 'portrait' layout and 'fill down'. [Note: 'fill across' could be used – leaving a section of blank labels at the bottom of partially complete pages.] To the right is a blank Avery entire miniature page that illustrates the rows and columns layout, for reference. Click **Next**.

4. Figure 3 shows templates to customize: 5 options presently. Since our intent is to merge, we should click on the totally **blank** label (bluish shading). Most of the other options include a small, fanciful clipart along with the standard mailing format. Our 3 lines to our standard label includes name, street/box/rural route address, city+state+zip. Click **Next**.

5. Figure 4 lists radio button options for the source of the data to be printed: 4 options presently. Since our intent is to mail merge from an existing file, we should select '**Merge data from an existing data file.**' We know that our member rosters (and subset Vigor mailing rosters) are an existing Excel spreadsheet, hopefully stored on our computer after downloading from the TIRET website, www.tiretires.org/board.html Click **Next**.

6. Figure 5 shows '**Your most recent data files:**' above a (no-entry or past use) filenames above a '**Browse for a data file:**' with a *Browse...* button to the right. On the far right your choice of Microsoft Office trio with icon: Excel, Access, Word above a **Tip: for faster mail merge, first select your data in Excel or other programs, then launch the Wizard.**

a. Click on **Excel** (in the right panel) and only paths that have *.xls worksheets will appear for selection.

a'. Click on *Browse* and find the path and folder where the **20xx mail Vigor roster + date** filename on your computer. A double-click brings the file into the recent filename box. {Note: your file naming nomenclature may vary slightly...only you know how it's named and where it's located on your computer.} Click **Next**.

7. Figure 6 shows all the Excel files in the ROSTER folder—your folder may vary, one being the latest Vigor roster (subset of the main member roster). Within the screen capture example it's called: [TIRET 2009 Mail Vigor roster 8-17-09](#). Each month the Vigor roster may have minor changes depending on new members joining, recent deaths, and inactive status. Choose the file you want, then click **Open**.

8. Figure 7 shows a panel *Select Table* where a macro is created linking (mail merge) the Excel file selected to the (yet unnamed) Word document. {Nothing to be done except click **OK**....for your information only. Note that the checkbox First Row of Data Contains Column Headers should be checked. The Excel column headers/names are used to create a generic label: placement, spacing (line and character).}

7. Figure 8, 9, 10, 11 are all customizations of a single mailing label. Figure 8 shows a blank label before any 'field' placements. Action: double-click on successive **Field Names** to automatically insert them onto the blank label. Keyboard *Enter* is used to move to the next line as appropriate.

8. Figure 9 illustrates the generic label *after* the field placements. The default font size and line spacing is shown: Arial 10 and single space. Your default values may vary.

9. Figure 10 illustrates the generic label *after* the font size has been increased to 13 and the line spacing to an exact 1.30. {Trial and error determines the best "fit" using the standard features of the Word toolbar. SELECT ALL (highlighting) the entire label and then select font-size initially—type in **13**— followed by line spacing options/selection where you type in **1.30** is advised.}

10. Figure 11 illustrates the generic label *after* a comma + space is placed between the city and state *and* an extra space is placed after the state. {Note: simply place the cursor where the activity is to be done and type as normal.} Click **Next**.

11. Figure 12 gives the option of a PRINT PREVIEW, and allows a last chance at either FILL ACROSS or FILL DOWN. Click **Finish**.
{Note: these are personal choices and should be tried once to see the effects, but offer little value thereafter.}

[The macro now automatically inserts the generic field names in each and every label...maybe 7 seconds before a formatted worksheet page with multiple true names and addresses appears.]

12. Figure 13 shows the first page results. Glance over each and every label carefully to insure only 3 proper lines of addressing is apparent, i.e., no wrapping of text, no color text, no unwanted symbols, etc.

Step 13. **SAVE AS** the Word (*.doc) file with a relevant filename that you can remember and in a folder/subfolder that makes for quick retrieval. If there are no additions or changes bimonthly, consider yourself fortunate.

NOTES:

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Figure 1. Avery Welcome screen.

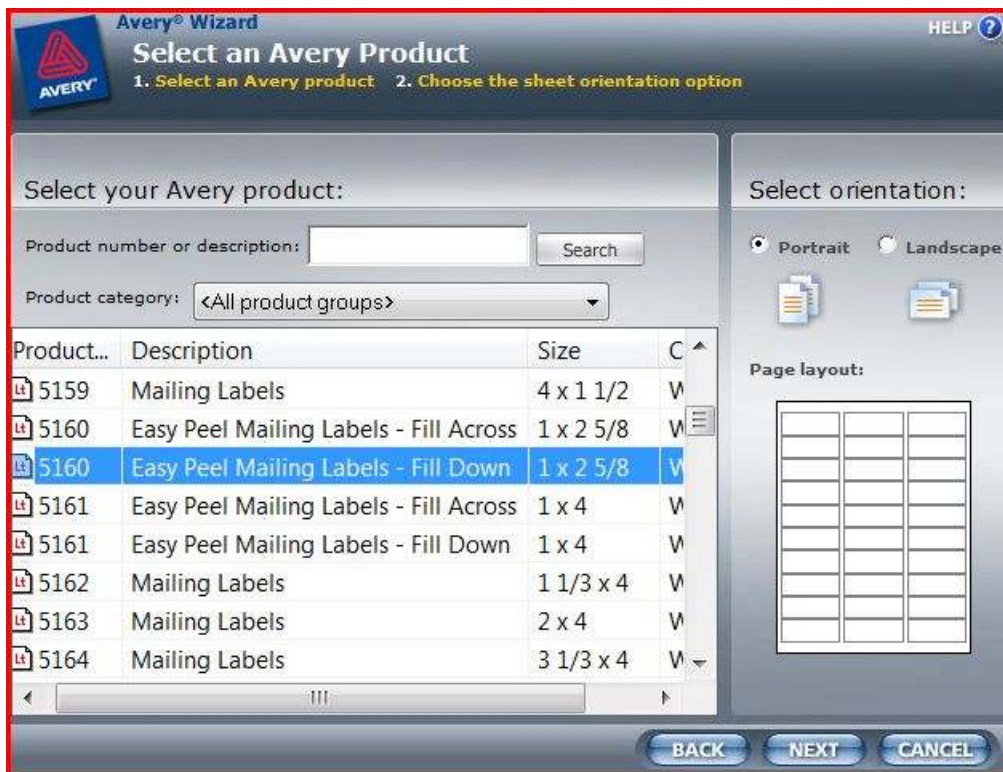


Figure 2. Avery product selection (5160 white mailing label here).

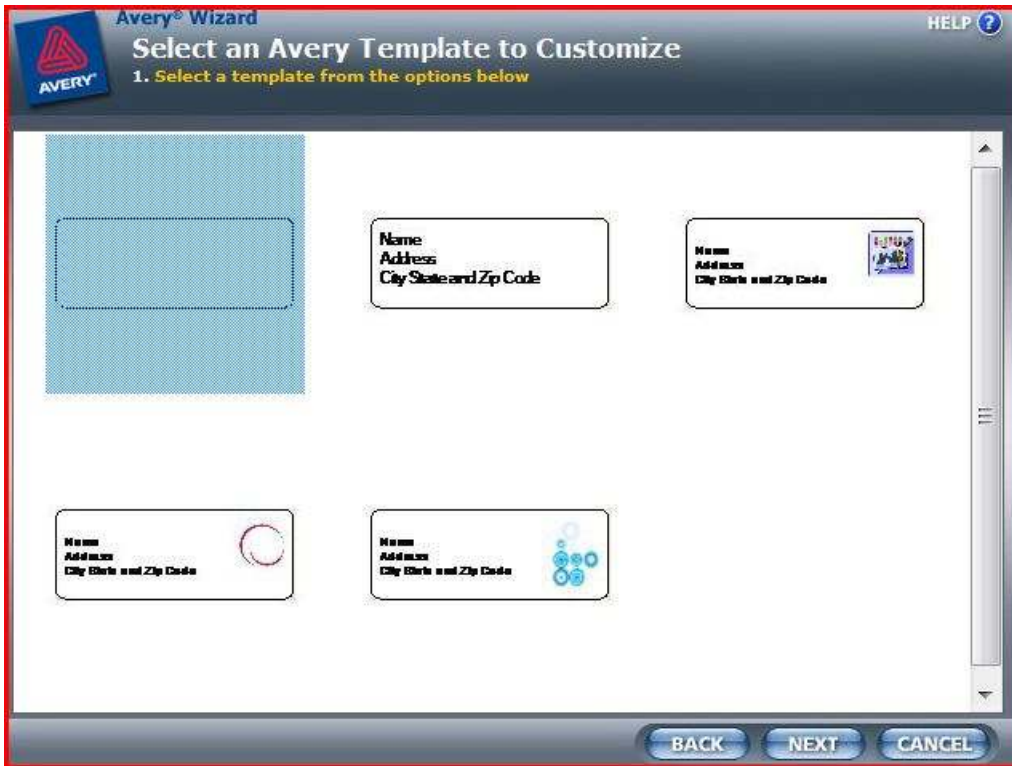


Figure 3. Avery template selection.

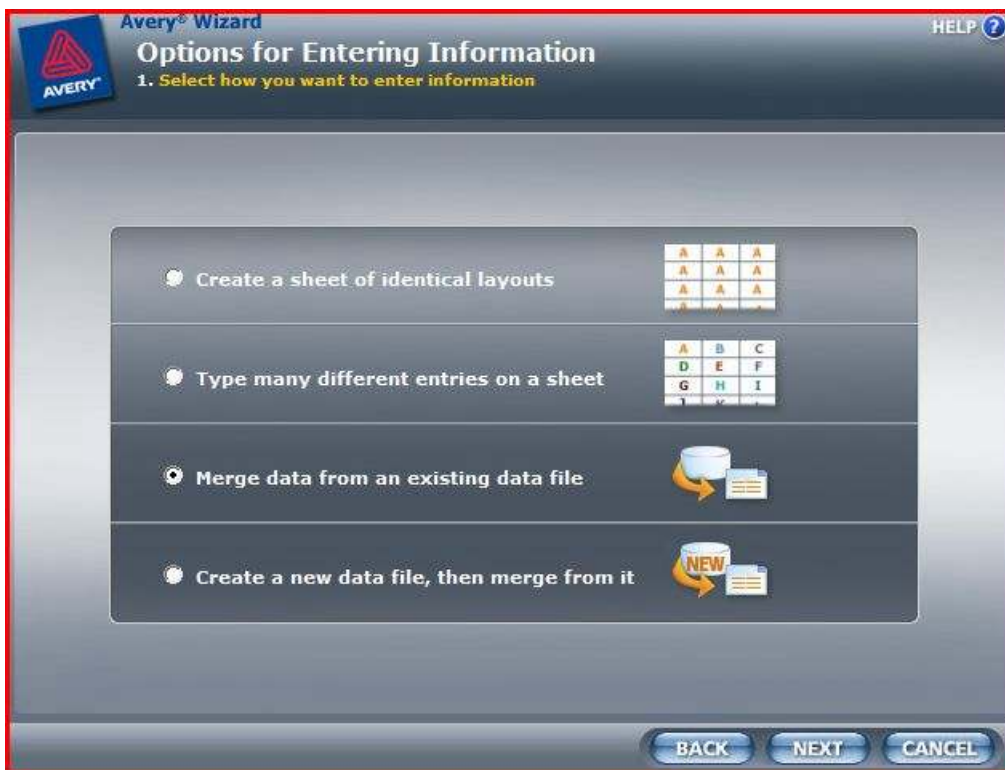


Figure 4 Avery options for top level source of data.

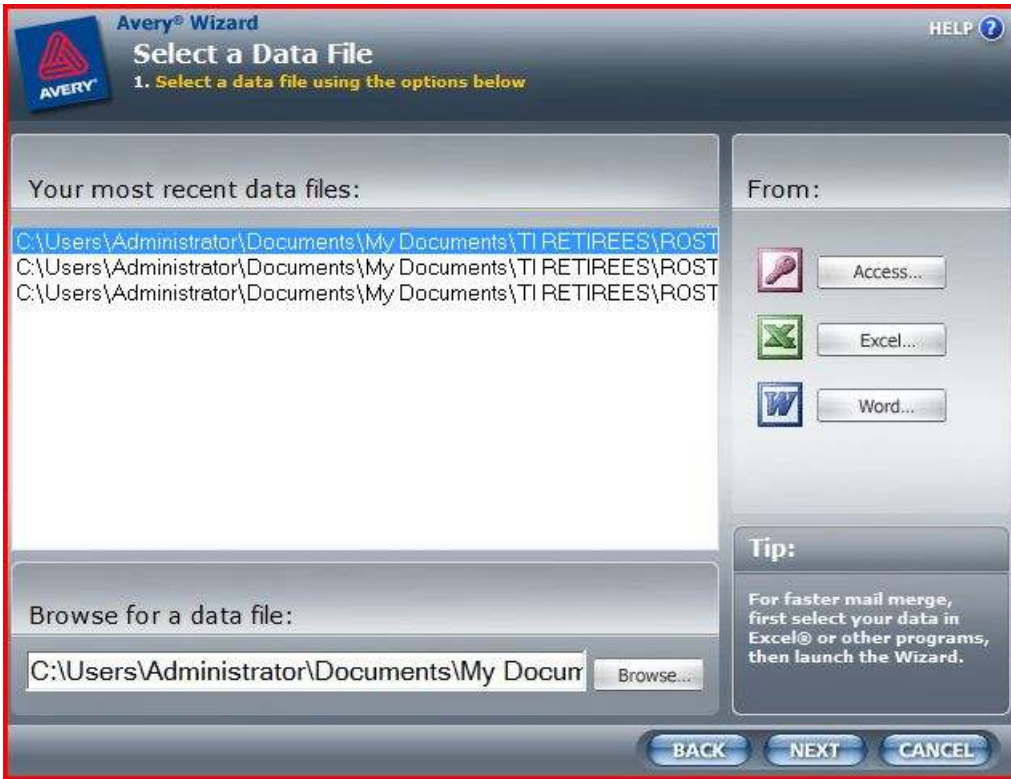


Figure 5. Avery showing the path/folder to be accessed.

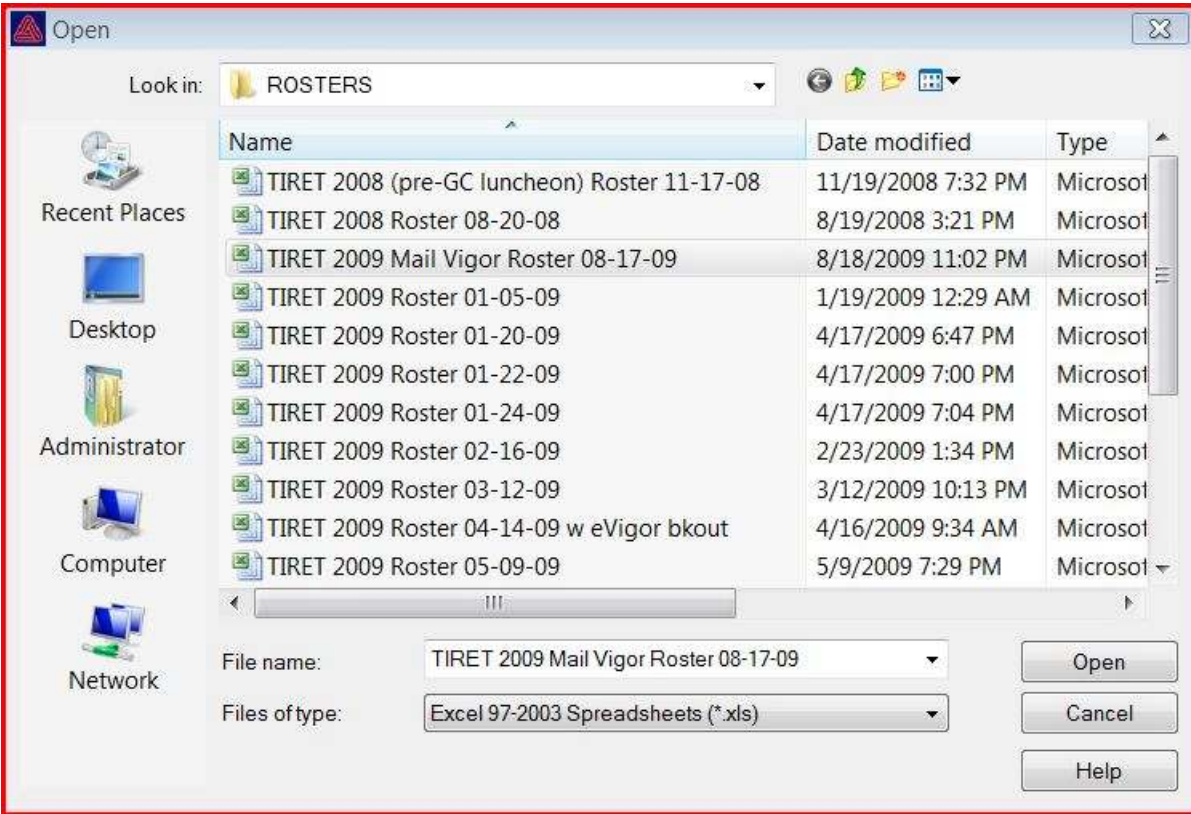


Figure 6. Avery selecting the file name (Vigor roster here).

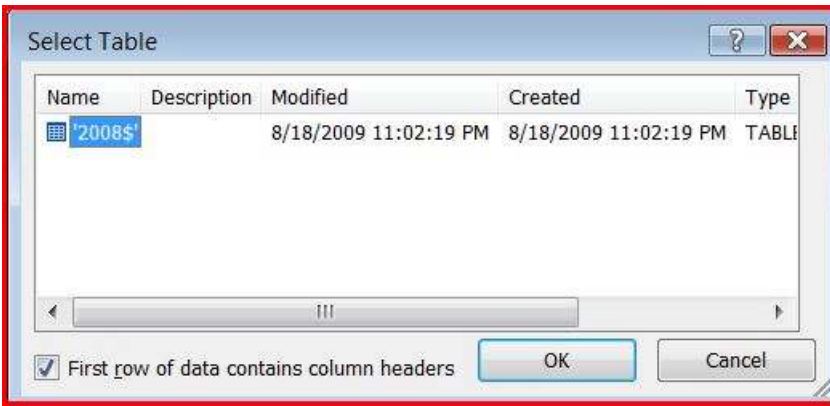


Figure 7. Avery displaying the macro file linking the two programs.

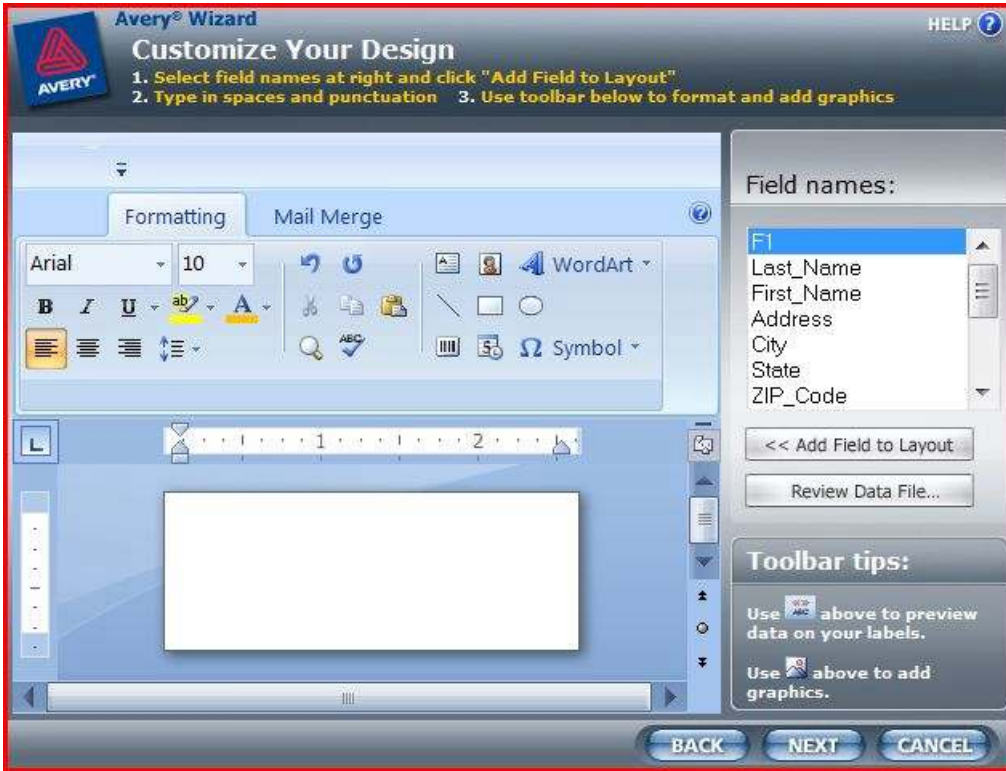


Figure 8. Avery displaying the Excel first row Field Names prior to placement on a blank label. (Fig's 9, 10, 11 show placement and further formatting.)

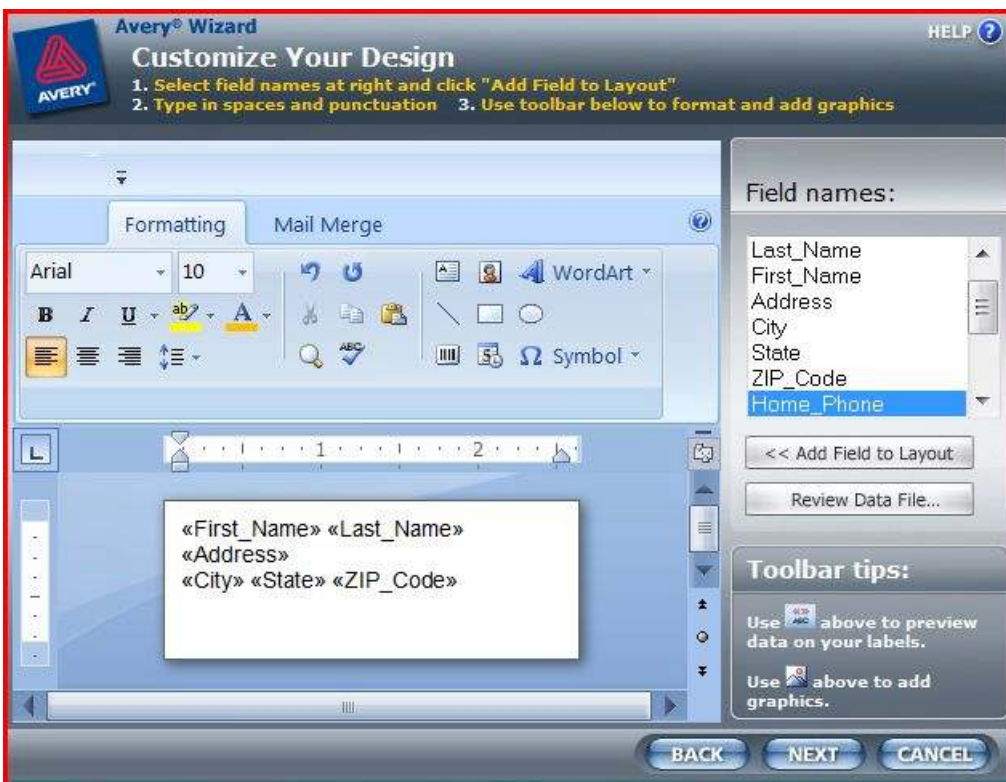


Figure 9. Avery displaying a generic label with placed Field Names with the default Word formatting: Arial 10 and single line spacing. (The label content should be resized as shown in Fig's 10 and 11 to improve both readability and print legibility.)

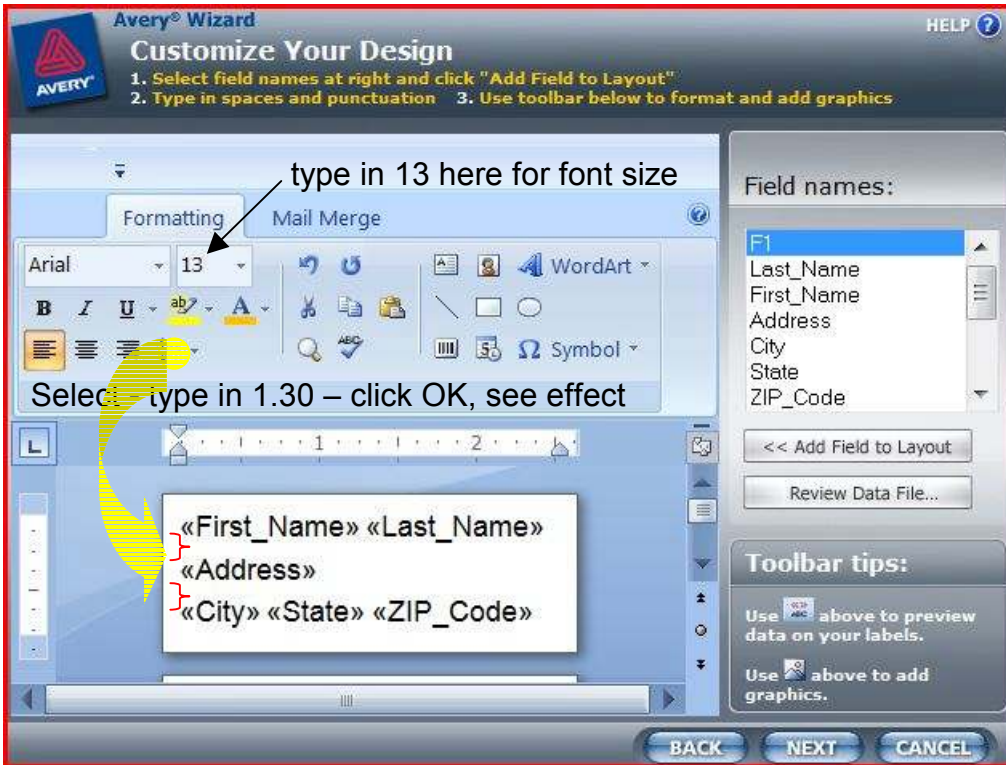


Figure 10. Avery displaying a generic label with placed Field Names with the improved Word formatting: Arial 13 and line-line spacing expanded from single (1.00) space to 1.30 (spacing is viewable here in content only).

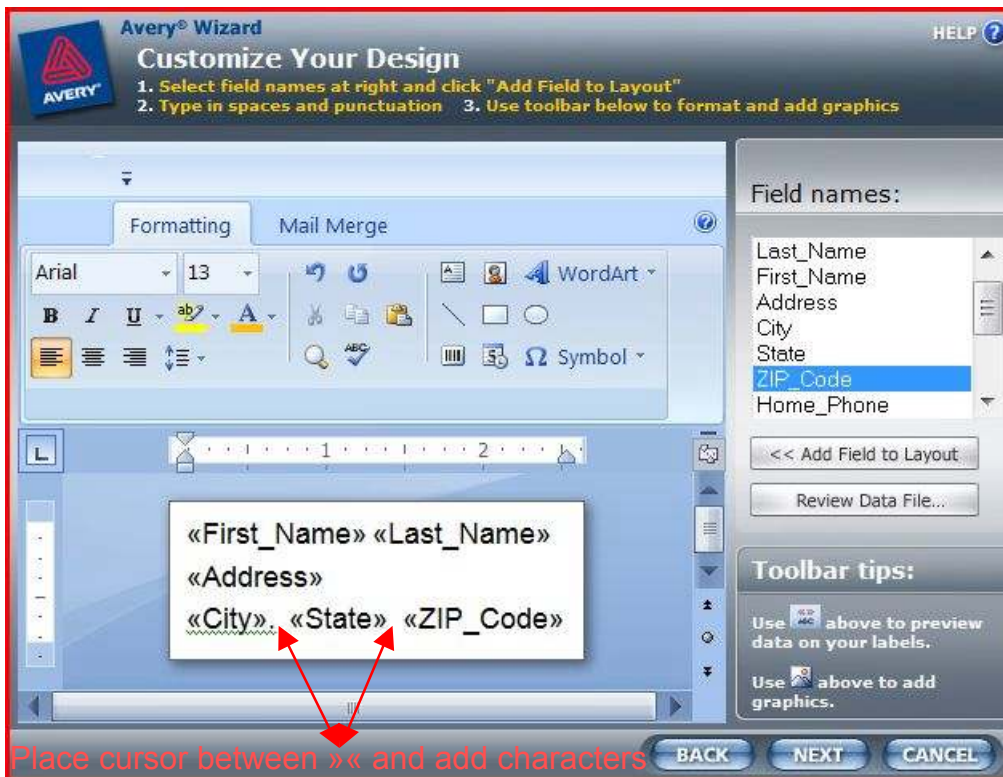


Figure 11. Avery displaying a generic label with placed Field Names with the improved Word formatting: comma and space between city & state, and an added space between state & ZIP.

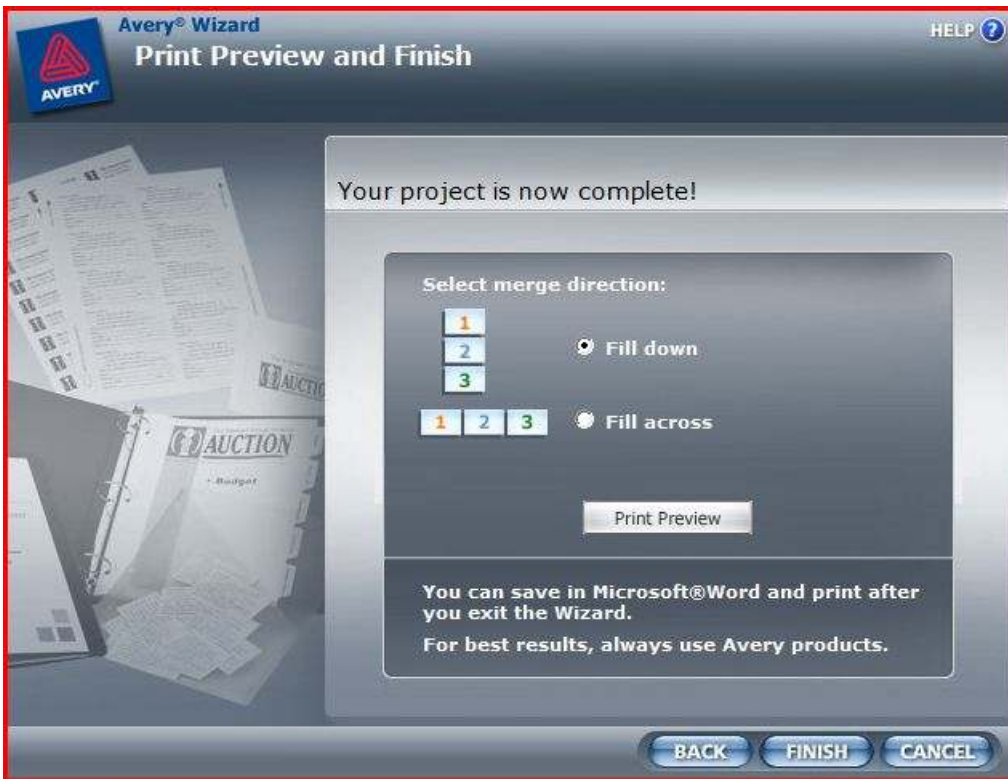


Figure 12. Avery gives last chance options for fill direction and *Print Preview*.

Estell Adamo 2415 Allwright Rosenberg, TX 77471	Edith Brewer 727 Martin Lane Missouri City, TX 77471	Dorothy & Paul Cobb 4422 Sarong Houston, TX 77096
Lola Aguilar 9104 Wilcrest Drive Houston, TX 77099	Odessa Broussard 6022 Belneath Street Houston, TX 77033	W. D. Cross 4327 Sanford Houston, TX 77035
Marcie Alston 1916 Belle Terrace #B Bakersfield, CA 93304	Eugenia Brown 308 Eighth St. Rosenberg, TX 77471	Nita & Bill Davis 4141 South Braeswood #103 Houston, TX 77025
Mercedes Alva 15814 Ironfork Dr Houston, TX 77053	Lily Brown 9407 Tooley Drive Houston, TX 77031	Kenneth & Julie Davis 5737 Emerald Ct. Girard, PA 16417
Wayman Anderson 4245 Highway 75N Buffalo, TX 75831	Tommie Butler 6615 Conley Houston, TX 77021	Joseph V. Donovan PO Box 1537 Needville, TX 77461
Lydia Barker 1312 Alamo Rosenberg, TX 77471	Patrick & Shirley Callahan P. O. Box 802 Sealy, TX 77474	Betty Dixon 7639 Dawn Ridge Drive Houston, TX 77071
Garon & George Barnes 1011 Sugar Mtn. Ct. Sugar Land, TX 77498	Mary Lee & Howard Cameron 1008 Bernard Ave. Rosenberg, TX 77471	Jean Dixon 8707 Hazen Houston, TX 77036
Deloris & Bobby Baugh 13707 Elise Houston, TX 77047	Paul & Betty Carroll 12203 Mile Dr. Houston, TX 77065	Esther Ezernack 8917 Crestview Houston, TX 77078
Esther Beasley 82 Scarlet Mead Court The Woodlands, TX 77384	Beverly & Linwood Cayton 1905 Chelsea Ct. Rosenberg, TX 77471	Bob & Bessie Fagan 2701 Madison Ave. Rosenberg, TX 77471
Jim & Norma Bishop 12514 Elm Bough Ct. Houston, TX 77065	Carlene Chaney 16214 Bernley Cypress, TX 77429	Joe & Dorothy Flaherty 5923 Warm Springs Rd. Houston, TX 77035

Figure 13. Word printout of the finished address layout (only page 1 in outline form on standard copy paper 8½ x 11 shown here). A printout (print preview) is advisable before the final print on purchased Avery (or other stock) labels.