Mail Merge Review

Create a mail merge to create labels to be used as name tags.

1. Open a new Word document and begin the mail merge.
2. Choose labels and then select Avery US Letter product number 5159.
3. You will be creating a new recipient list for this project.
4. Add five first and last names (use your name as the first name) and use NTHS as the company name for all five of the entries, leave the rest of the fields blank.
5. Save your recipient list as Source\_Tags\_last name to your flash drive.
6. Insert the First name merge field then hit the space bar one time.
7. Insert the Last name merge field then hit enter.
8. Insert the company name merge field then hit enter.
9. Insert a “school” clip art and resize the clip art to .67 by .67.
10. Center all the information on the label.
11. Update the labels, then preview the labels.
12. Finish the merge and save the doc as Merge\_tags\_last name.
13. Print your labels