Using the Mailing Label Documents

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You can print single-column or multicolumn mailing labels using Word's Print Merge command. To print mailing labels, you merge a main document and a data document, as you do for a form letter.

You can use the sample data documents and the set of mailing label main documents provided with Word to print addresses on a variety of standard mailing labels. These documents are in the Mailing Label Docs folder in the Mailing Labels folder on the Word Utilities 1 disk.

The mailing label main documents contain field names and print merge instructions that control where the mailing label information will be printed, depending on the type of labels you use. The sample data documents show you how to type the names and addresses to be printed on the mailing labels. You can type each data record in a separate paragraph or in a row of a table created using the Insert Table command on the Document menu.

Before using these documents to print labels, you need to make sure of the following:

- The name of the data document you intend to use must be specified in the DATA statement in the first paragraph of the mailing label main document.

- The field names in your data document must exactly match the field names used in the mailing label main document.

To print the labels after making the needed changes, open the appropriate mailing label main document and choose Print Merge. As text from the data document (names and addresses) is merged into the main document, information for each addressee is printed on a different label.

Customizing the Sample Data Documents

If you are creating your data records from scratch, you can use either of the two sample data documents, AddressPara or AddressTable. A few sample records are included in the data documents. Before using either data document, replace the sample addresses with your own address records. You can add as many records as you need.

In the AddressTable data document, the data records are formatted as a table. Each row of the table is a separate record, and each cell of the row

contains a particular type, or field, of information. The first row of the table is the header record. The field names in the header record identify the type of information contained in the corresponding column of each data record.

There are several advantages to using a table for your data records:

- Text wraps within each cell, making long address entries easier to type. You can type multiple-line fields in a single cell.

- Because each column of the table contains information for a particular field, such as zip code, you can sort the data records by columns and then print a selected range of records.

- You do not have to enclose the entire field in quotation marks if the field text contains a comma, a tab mark, or quotation marks, nor use double sets of quotation marks.

- If a record does not have information for a particular field, such as a company name, you leave the cell in the appropriate column empty for that record. The empty cell is easier to see than the two consecutive commas or tabs that indicate a blank field in paragraph records.

For information about how to use tables, see the "Tables" topic in *Reference to Microsoft Word*.

In the AddressPara data document, records are formatted as separate paragraphs, and the fields are separated by commas. For information on creating records of this type, see page 72 in *Reference to Microsoft Word*.

You also can use data files from other applications, such as Microsoft File, as long as they are in the correct format.

Customizing the Main Documents

Before using a mailing label main document, be sure that the name of the data document you intend to use is specified in the DATA statement at the beginning of the main document. (AddressTable is initially specified.)

If you use a data document other than AddressTable or AddressPara, make sure that the field names in the mailing label main document exactly match the corresponding field names used in the header record of your data document. You can either change the field names in your header record to match the field names used in the main document, or change the field names in the main document to match those in your header record. (Use the Change command on the Utilities menu to ensure that all names are changed identically.) You can copy the appropriate mailing label main document provided on the Word Utilities 1 disk and make changes to the copy, preserving the original.

Each mailing label main document provided with Word is designed for use with a particular printer (ImageWriter or LaserWriter) and type of label.

The following tables identify the types of labels you can print using the documents.

ImageWriter

(Continuous feed labels)

Mailing label main document	Label size (width x height)	Labels across	Form width
IW 3 1/2 x 15/16, 1 up	3 1/2" x 1 5/16"	1	4 1/2"
IW 4 x 15/16, 2 up	4" x 1 5/16"	2	9 1/2"
IW 2 1/2 x 15/16, 3 up	2 1/2" x 1 5/16"	3	9 1/2"
IW 4 x 1 7/16, 1 up*	4" x 1 7/16"	1	4 3/4"
IW 4 x 1 15/16, 1 up	4" x 1 15/16"	1	5"

* You also can use this document for printing 3 1/2" x 1 7/16" labels with one label across, though you may need to adjust the left indent.

NOTE: Label dimensions are sometimes referred to by the next larger fraction or whole number. For example, a label 15/16 inch in height is equivalent to a "1 inch" label. Similarly, a label 1 7/16 inch in height is equivalent to a "1 1/2 inch" label. The larger dimension is the distance between the top edges of the successive rows of labels.

LaserWriter

(8 1/2 inch x 11 inch sheet size)

Main document file name	Label size (height x width)	Labels across
LW 1 x 4, 2 up (20)	1" x 4" (20 labels/sheet)	2
LW 1 x 4, 2 up (22)	1" x 4" (22 labels/sheet)	2
LW 1 x 2 3/4, 3 up (33)	1" x 2 3 / 4 " (33 labels/sheet)	3
LW 1 x 2 5/8, 3 up (30)	1" x 2 5 / 8 " (30 labels/sheet)	3
LW 1 1/2 x 4, 2 up	1 1 / 2 " x 4"	2
LW 2 x 4, 2 up	2" x 4"	2

NOTE: For labels having 33 or 22 1-inch labels per sheet, the top and bottom margins of the main document are set to 1 inch, which causes the first and last rows of labels to be skipped. These labels are not usable in any case, however, since a minimum margin of .5 inch is required for the LaserWriter.

For labels having 30 or 20 1-inch labels per sheet, the first and last rows are half-labels. The top and bottom margins in the main document for this type of label are set to .5 inch, allowing you to use all of the full labels on the sheet.

Merging the Main and Data Documents

Before printing the labels, be sure that the appropriate printer is selected and that the correct printer options are set.

In the mailing label main documents for the ImageWriter, the top margin is set to zero. Therefore, you need to line up the print head so that addresses are properly spaced on the labels. Allow sufficient space before the first line of each address. For labels 1-inch high, you can allow about a half-line of space before the first line of the address and still have room to print up to five lines.

Selecting a printer

1. Choose Chooser from the Apple menu.
2. Click the icon for the printer you want to use.
3. Select the name of the printer from the list box.
4. Close the Chooser dialog box.

Printing the mailing labels

1. Choose Open from the File menu and open the document for the type of mailing labels you are using.

2. Choose Page Setup from the File menu.

3. Verify the Page Setup options are correct for your printer and click OK.

   If you are printing on an ImageWriter, be sure that the option No Gaps Between Pages is selected and that the correct custom paper size is specified.

   The page height should be equal to the distance between the top edges of two consecutive rows of labels. The page width should be at least equal to the width of the printable area (not the total form width). The page width of 8.5 inches is suitable for labels on forms up to 9.5 inches wide.

4. Choose Print Merge from the File menu.

5. Click the Print button and confirm or change the options in the Print dialog box.

6. Click OK to print the mailing labels.

Using Different Sizes of Labels

The mailing label main documents are ready to use with the indicated types of labels. If you want to use different-size labels, you can modify the mailing label main documents. You may need to change the following formats of the documents:

- Margins

- Custom page size (ImageWriter documents)

- Number of sections and number of text columns in each section

- Column width and spacing

- Font size

- Number of blank lines (paragraph marks) between each set of field names and merge instructions (LaserWriter documents)

Most ImageWriter documents have margin settings of zero. If you use labels having different form widths, you may need to change the left margin and/or the left indent setting.

In all ImageWriter mailing label documents, the page width is set to the default of 8.5 inches. You do not need to alter the width unless you are using labels on forms wider than 9.5 inches. If you change the page width, you may need to change the left margin. For forms having more than one label across, you also may need to change the spacing between columns and the left indent settings for the groups of paragraphs containing field names and merge instructions.

The font size and line spacing in the mailing label documents are set to ensure that up to five lines can be printed on each label. In documents for use on the LaserWriter, the font is set to 12-point Times. In documents for use on the ImageWriter, the font is set to 10-point New York. Line spacing is fixed at 12 points in all documents (i.e., line spacing of -12 points is specified in the Paragraph dialog box).

Increasing the font size reduces the number of lines you can print on the smaller labels. If you change the font size in the mailing label documents for the LaserWriter, you may need to remove paragraph marks (if you increase the font size) or insert extra paragraph marks (if you decrease the font size) in each set of merge instructions.

For more information about creating and modifying main documents for mailing labels, see the "Mailing Labels" topic in *Reference to Microsoft Word*.