

Outlook Contacts Printing Tip

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Question: how can I generate a series of mailing address labels for Avery 5160 (or another Avery label package) from my Outlook contact list on a standard printer?

Answer: The quick answer is that you will use the Mail Merge option on the Outlook Tools menu to create a data document from your Contacts list and import the document into Microsoft Word. Microsoft Word's Mail Merge feature will allow you to choose a specific Avery label format to print the labels.

The specific menu options to perform this operation vary slightly in the four commonly-used versions of Microsoft Office (Office 97, Office 2000, Office XP/2002, and Office 2003. (Recent versions of WordPerfect also support Avery label printing and can import the Contacts data document produced by Microsoft Outlook.)

Here are specific details for performing the merge with MS Office 2000 (which is still the most widely-used version of Microsoft Office).

1. Open Microsoft Outlook and click on Contacts.
2. On the View menu, select Current View->Address Cards. (This will allow labels to be printed in the format:
Lastname, Firstname
Mailing Address (which will contain street address, city, state, etc., as you have entered them into each Contact entry).

(If you wish to print labels with Firstname, Lastname on the first line, you will need to add these fields to the Address Card view by choosing View->Current View-> Customize Current View, and clicking the Fields button to add these fields.)

3. Choose Tools->Mail Merge on the Outlook pulldown menu and select the following options in the Mail Merge Contacts window:

Contacts: either "All contacts in current view" to print the entire list or "Only selected contacts" to print only the contacts that you have highlighted.

Fields to merge: Select "Contact fields in current view"

Document file: Select "New document"

Contact data file:(to save your Contacts data document for future use, checkmark "Permanent file" and type in a filename, such as "laddress labels." (For one time use, leave this option unchecked.)

Merge options: Select "Mailing labels" under "Document types." Choose "New

Document” under “Merge to.”

4. Click OK to create the labels data document for Microsoft Word.
5. Microsoft Word will open and display a window for a blank new document. The Office Assistant will appear. Click the “Complete Setup” button in the Office Assistant dialog box to open the Mail Merge helper.
6. Click the Setup button for the Main Document (under Step 1) in the Mail Merge Helper window. Choose Laser and inkjet under “Printer Information” (unless you are using a dot matrix printer).
7. Verify that “Avery standard” is selected in the “Label products” dialog box, then choose the specific Avery label format you wish to use (Avery 2160 series mini, Avery 5160 series, and so on) under “Product number” and click OK.
8. Choose the fields that you wish to appear on the label, by clicking the “Insert Merge Field” button in the “Create Labels” window. Remember to insert spaces or line feeds (press ENTER) between fields, as appropriate, then click OK. Typical merge field layouts for the Address Card view in Outlook 2000 are:

{{File_As}} (displaying lastname,firstname)
{{Mailing_Address}}

or

{{First_Name}} {{Last_Name}} (if you have added these fields to the view),
{{Mailing_Address}}

9. Verify that a Data source document is listed under Step 2 (the one you created in Outlook), then click the Merge button under Step 3 to create the Merge document. ((Users of Office XP/2002 take note: the Merge button may be greyed out, in which case you may need to review the steps listed at:
<http://support.microsoft.com/kb/294697>
10. Choose “New Document” in the Merge dialog box under “Merge to” to create the labels Main document in Microsoft Word. (You may also choose “Printer” to start printing labels immediately, without creating a Word document.) Choose “All” under “Records to be merged” or specify a specific range, then click the Merge button.
11. Your label document should now appear in Microsoft Word (or the Printer dialog box will appear if you chose “Merge to printer”).
12. Insert your Avery label sheets in the printer tray, and choose File->Print from the Labels1 document in Word to begin printing your Avery labels. (You may choose File->Print Preview, first, to verify how the labels will appear on each page.)