

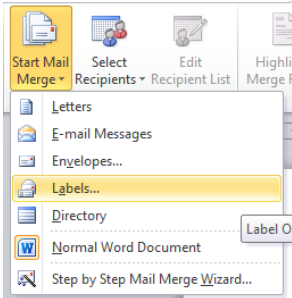
This is an example of a table that you might get after doing a 300ft buffer to create a mailing list:
(Names have been changed!)

	A	B	C	D	E
1	parcel_number	owner_name	owner_address1	owner	owner_city_state_zip
2	00-000-0000	Little Red Riding Hood	100 Forrest Lane		Fairy Tale Land, USA 12345
3	00-000-0000	Winnie The Pooh	657 Hundered Acre Wood		Fairy Tale Land, USA 12345
4	00-000-0000	Little Mermaid	277 Starfish Cove		Fairy Tale Land, USA 12345
5	00-000-0000	Tigger	124 Hundered Acre Wood		Fairy Tale Land, USA 12345
6	00-000-0000	Jasmine	108 Persian Palace Drive		Fairy Tale Land, USA 12345
7	00-000-0000	Mufasa	2500 Safari Lane		Fairy Tale Land, USA 12345
8	00-000-0000	Moana	Te Fiti Island		Fairy Tale Land, USA 12345
9	00-000-0000	Poppy	421 Cupcake Forrest		Fairy Tale Land, USA 12345
10	00-000-0000	Cruella Devil	100 Spotty Lane		Fairy Tale Land, USA 12345
11	00-000-0000	Lightening McQueen	123 Cars Land		Fairy Tale Land, USA 12345
12	00-000-0000	Dory Angelfish	Purple Shell Lane		Fairy Tale Land, USA 12345
13	00-000-0000	Pocahontas	894 Riverbend Street		Fairy Tale Land, USA 12345
14	00-000-0000	Tinkerbell	Tigerlilly Avenue		Fairy Tale Land, USA 12345

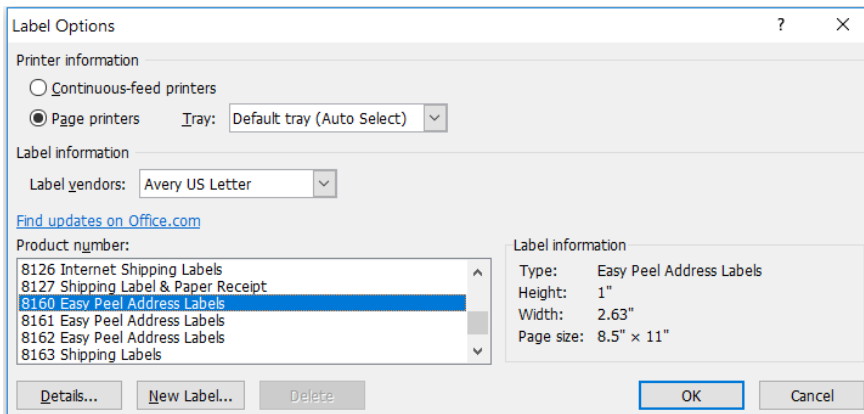
Save the document as an **Excel Workbook** somewhere where you will be able to find it again. 😊

To create labels for this mailing list, you will need to do a Mail Merge in Microsoft Office.

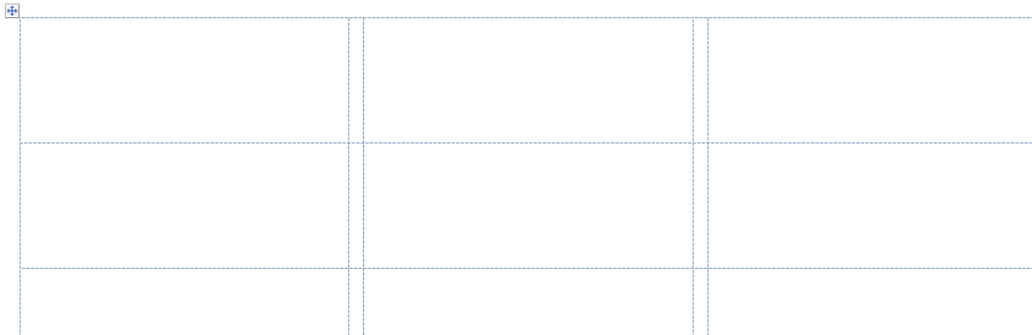
1. Open Microsoft Word
2. Go to the Mailings Tab
3. Select the button that says “Start Mail Merge” and select “Labels...” from the drop down menu.



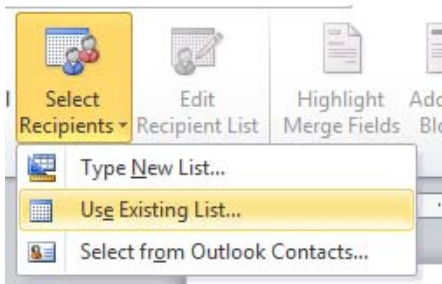
4. In the Label Options dialog box that opens, find that labels that you will be printing on. I chose Avery Template 8160. Hit OK.



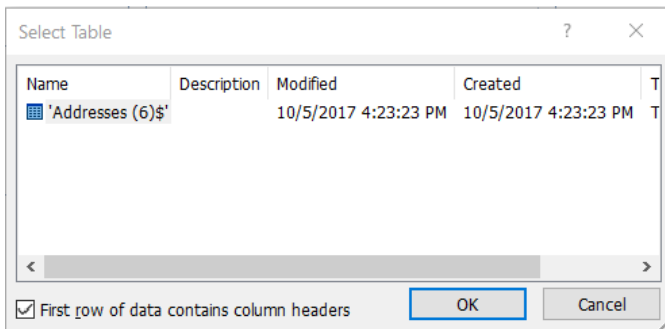
You should see a full sheet of labels that looks something like a blank template of which ever label you are going to use.



5. Click on the “Select Recipients” button and choose “Use Existing List...”



6. Navigate to the Excel Workbook that you saved earlier and hit Open, then hit OK.

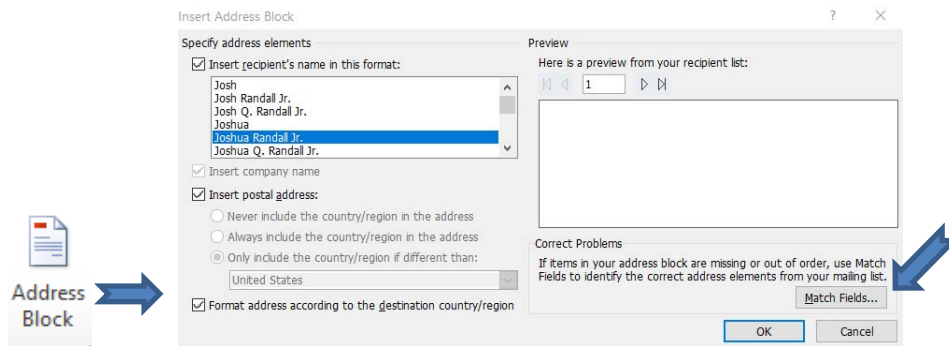


Your Document should now look something like this:

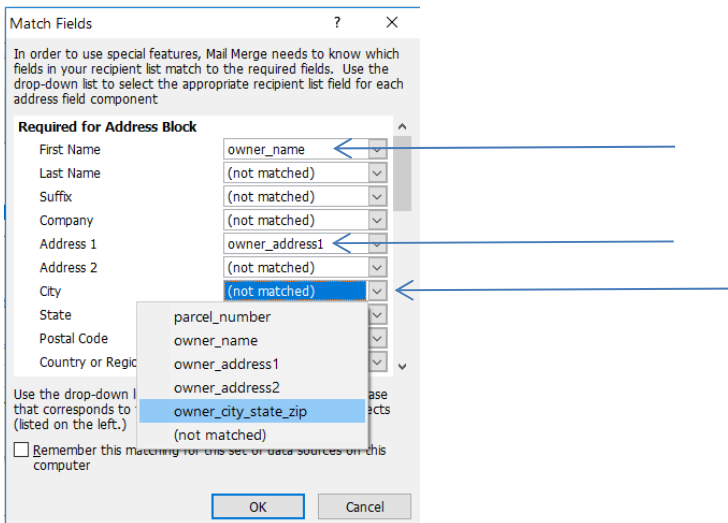
	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»

7. Click on the next button that says “Address Block”

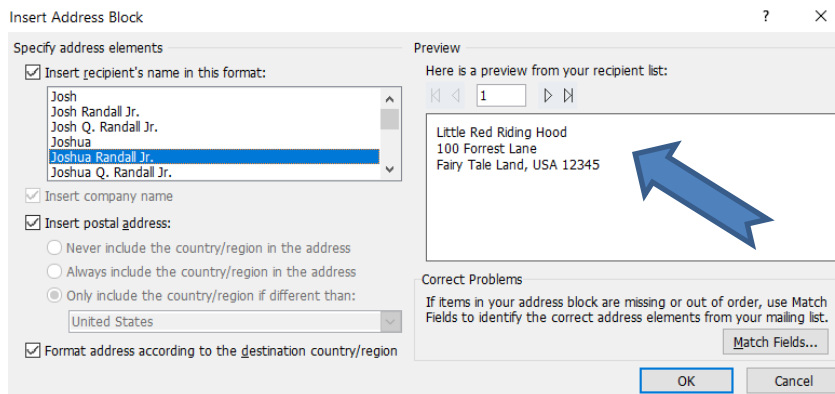
Here we will decide how we want our labels to look and which fields we will use from the table. Click on Match Fields.



8. Using the drop down arrows will show you the field names from your excel file. Match the fields you want to use on your mailing label. You do not have to match every field. Hit OK.

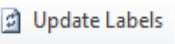


9. An example of the first recipient on the mailing list will show in the box...does it look correct? Did you get everything in the right order? If not, go into “Match Fields” and try again. Once it looks good, Hit OK.



10. You should see in the very first address label box that <<AddressBlock>> appeared. All the other labels still read <<Next Record >>

«AddressBlock»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»

11. Now we will click on the button that says: 

«AddressBlock»	«Next Record»«AddressBlock»	«Next Record»«AddressBlock»
«Next Record»«AddressBlock»	«Next Record»«AddressBlock»	«Next Record»«AddressBlock»
«Next Record»«AddressBlock»	«Next Record»«AddressBlock»	«Next Record»«AddressBlock»

Each box should be updated with <<AddressBlock>>

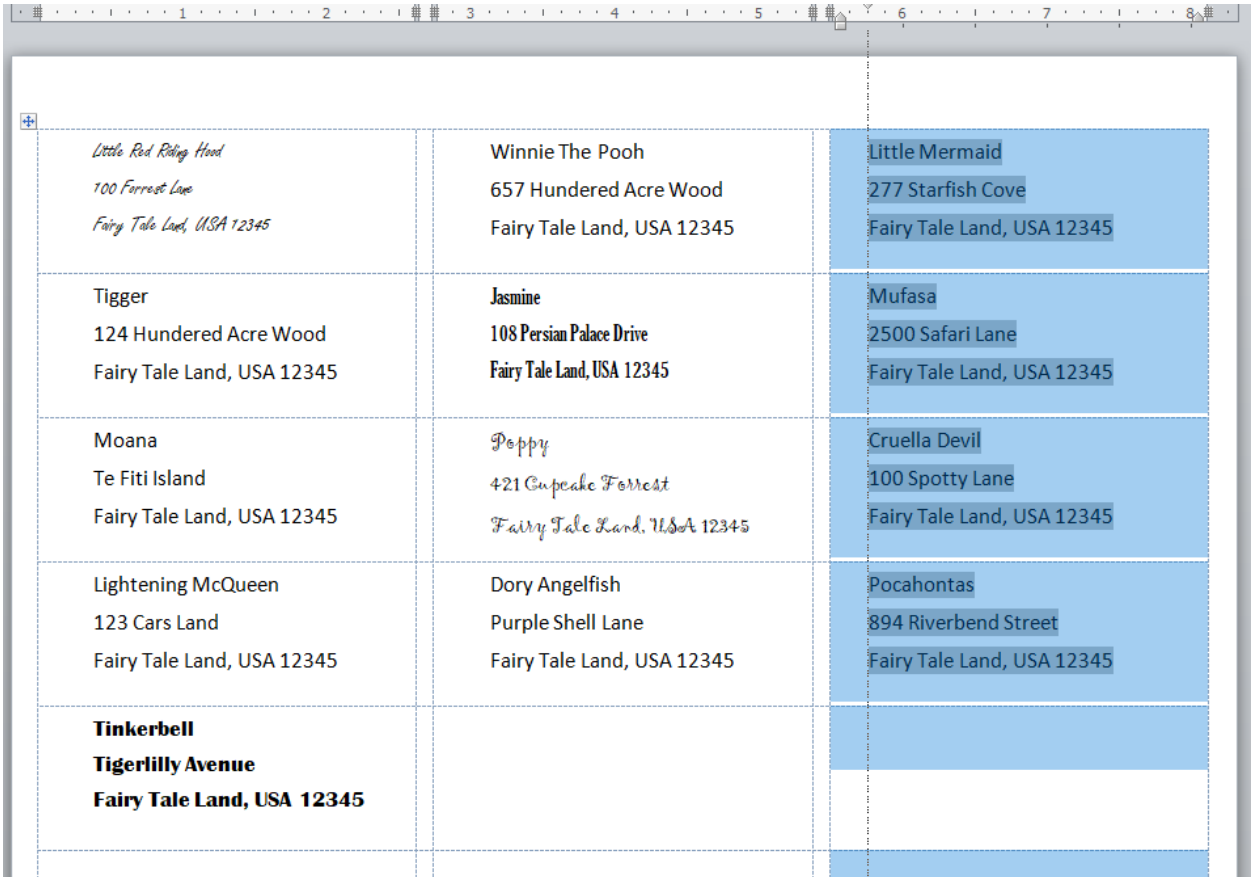
12. Next click on “Preview Results” and see what your labels will look like!



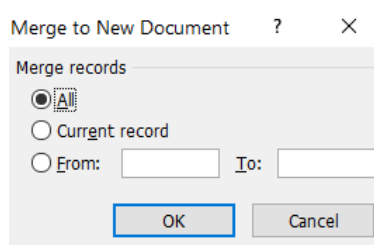
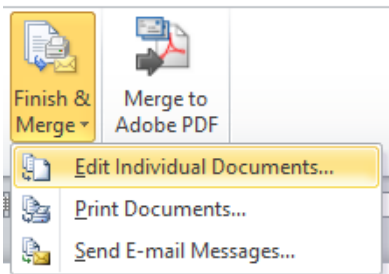
Preview Results

Little Red Riding Hood 100 Forrest Lane Fairy Tale Land, USA 12345	Winnie The Pooh 657 Hundered Acre Wood Fairy Tale Land, USA 12345	Little Mermaid 277 Starfish Cove Fairy Tale Land, USA 12345
Tigger 124 Hundered Acre Wood Fairy Tale Land, USA 12345	Jasmine 108 Persian Palace Drive Fairy Tale Land, USA 12345	Mufasa 2500 Safari Lane Fairy Tale Land, USA 12345
Moana Te Fiti Island Fairy Tale Land, USA 12345	Poppy 421 Cupcake Forrest Fairy Tale Land, USA 12345	Cruella Devil 100 Spotty Lane Fairy Tale Land, USA 12345
Lightening McQueen 123 Cars Land Fairy Tale Land, USA 12345	Dory Angelfish Purple Shell Lane Fairy Tale Land, USA 12345	Pocahontas 894 Riverbend Street Fairy Tale Land, USA 12345
Tinkerbell Tigerlilly Avenue Fairy Tale Land, USA 12345		

At this point you can adjust the margins, fonts, sizes, etc. Make them how you like them. Sometimes a name or address will be long and need to be adjusted on the label. Just look everything over until it's how you like it.



13. Last step is to click the button "Finish & Merge"



I like to Edit Individual Documents. That way if I have multiple pages I can make sure all the labels look the way I want before printing them.

ENJOY! 😊