

Instructions for creating Labels and mailing labels on Word 2013 quickly

If you want to automatically create mailing labels from a pre-existing list, the Mail Merge feature in Word 2013 can save you time. This method is especially useful when you need to send mass mailings or print labels.

Mail Merge helps you create mailing labels quickly by importing data from Excel into Word. Learn the detailed steps to set up and print labels correctly in Word 2013.

Benefits of Creating Mailing Labels Using Mail Merge

- Save time when sending mass mail.
- Ensure accuracy when importing data from Excel.
- Easily edit and format labels as desired.

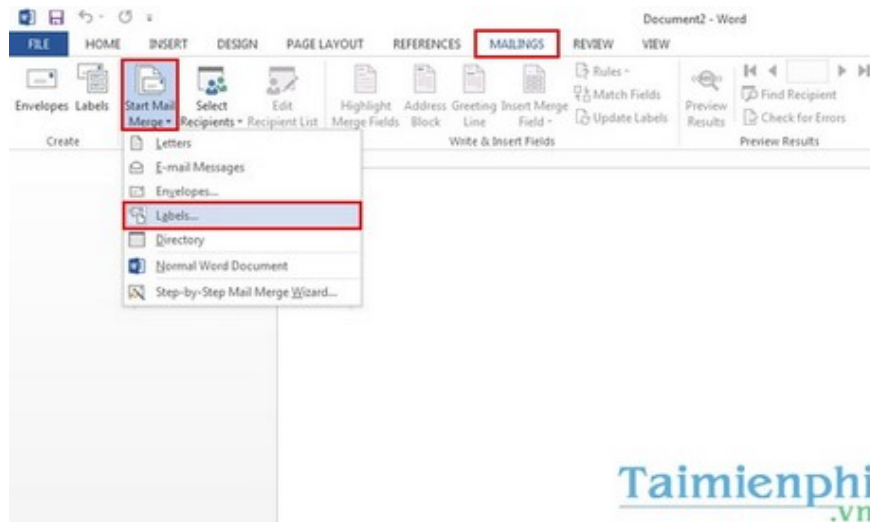
Steps to create Label in Word 2013

Step 1: Create an Excel data file containing the information to be entered into the mailing label, for example as shown below.

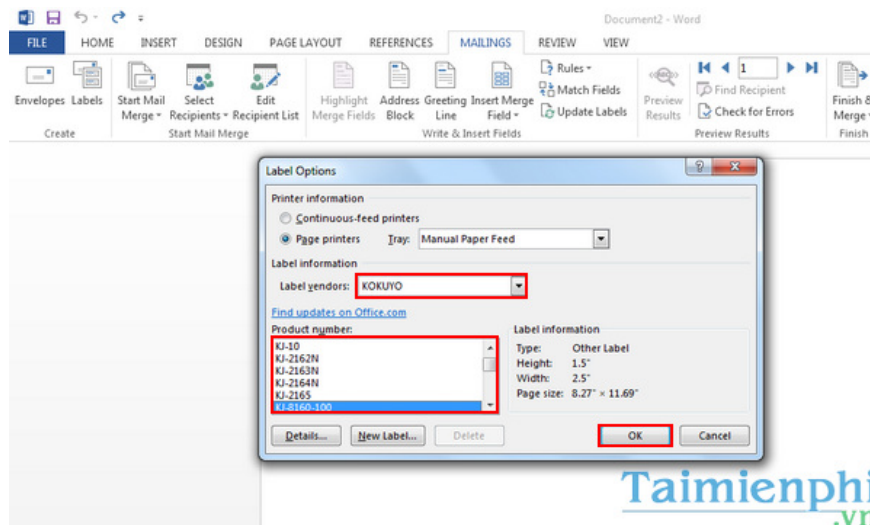
The screenshot shows an Excel spreadsheet with the following data:

Họ và tên	Giới tính	Địa chỉ
Nguyễn Văn Nam	Nam	Phú Thọ
Trần Văn Hùng	Nam	Hà Nam
Trịnh Thu Phương	Nữ	Hà Nội
Đinh Ngọc Cường	Nam	Hưng Yên
Hoàng Văn Dũng	Nam	Hà Nội

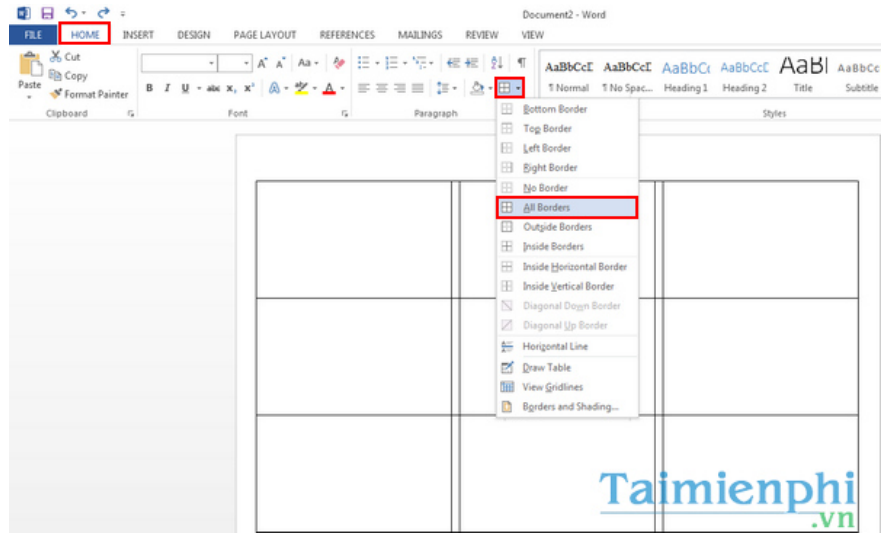
Step 2: Open a new Word file, select **Mailings > Start Mail Merge > Labels ...**



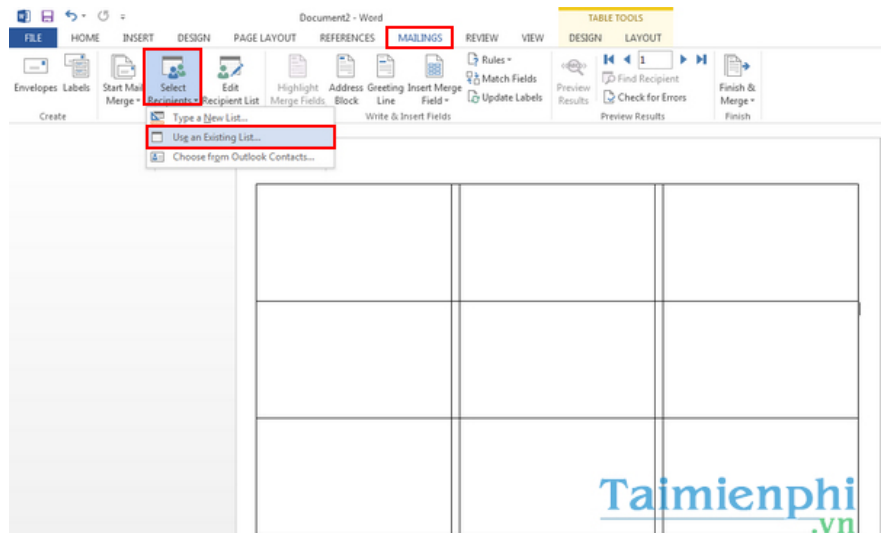
Step 3: The Label Option dialog box appears . Depending on your work purpose, you can select the table according to the available items in **Label vendors and **Product number** , then click **OK** .**



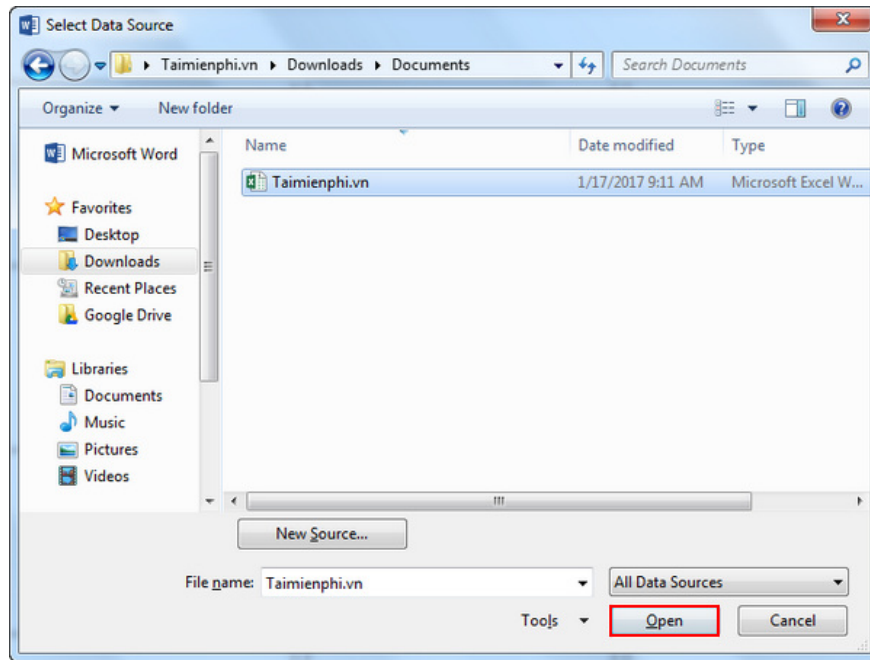
Step 4: Highlight the entire table by pressing **Ctrl + A and select the **Home** tab > **Borders** > **All Borders** to create a frame for the mailing label as shown below.**



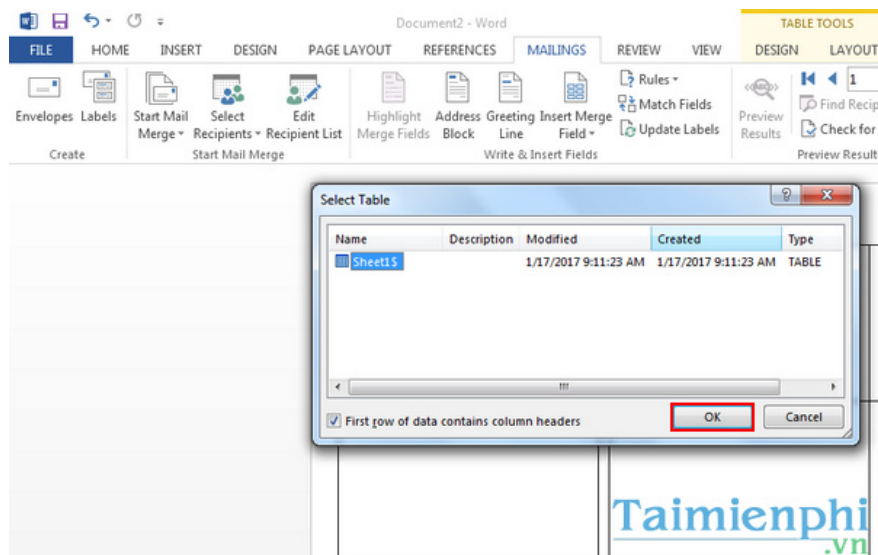
Step 5: Next, select **Mailings > Select Recipients > User an Existing List ...**



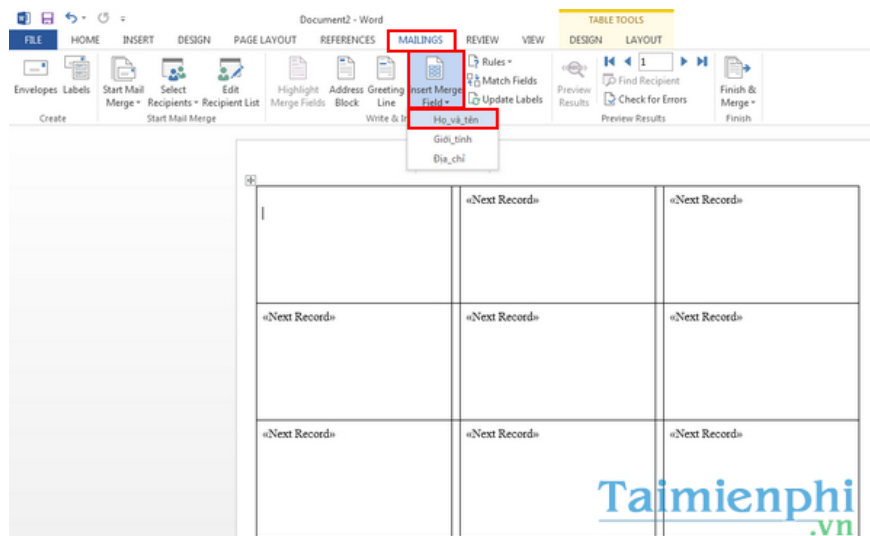
In the dialog box, point to the newly created Excel data file and click **Open** .



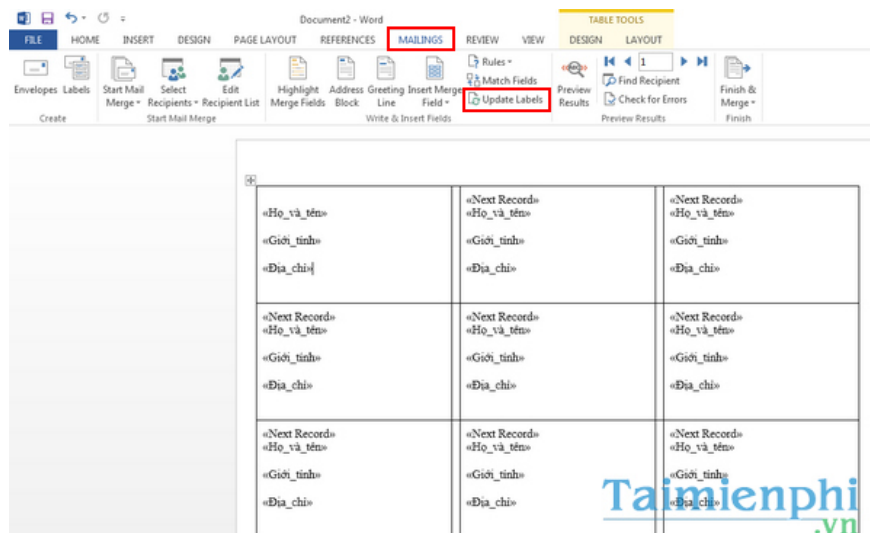
The Select Table dialog box appears , click **OK** to confirm.



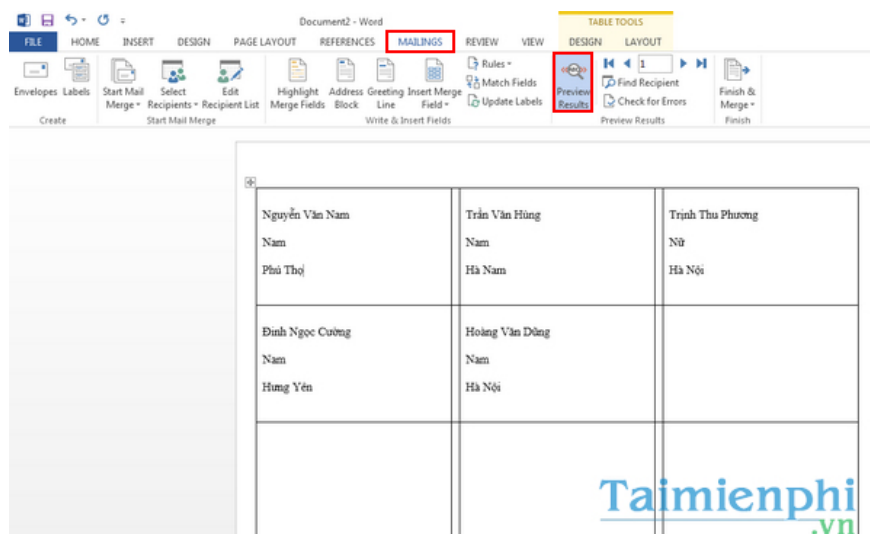
Step 6: Click on the first white box, select Mailings > Insert Merger Filed > Full_name > Enter to go to the next line and continue to select the Gender and Address fields.



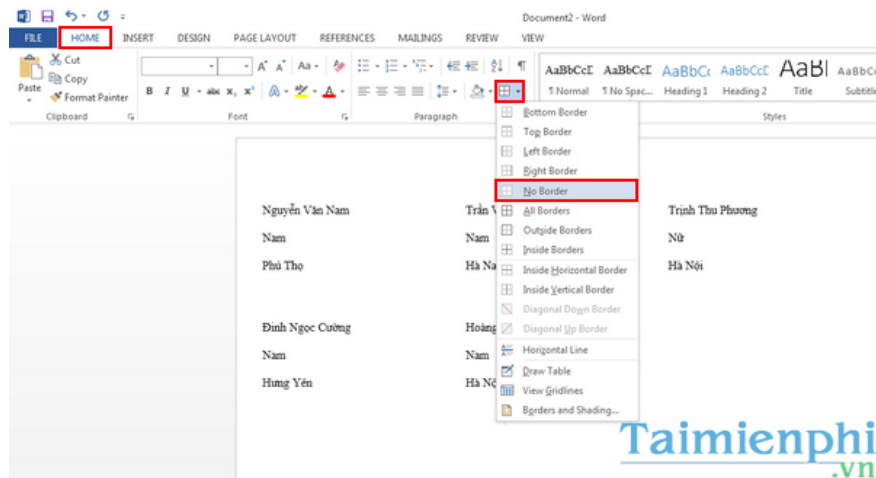
Step 7: From **Mailings** , select **Update Labels** to update information on the remaining labels.



Step 8: Select **Preview Results** to display the results.



Step 9: Now you highlight everything by pressing **Ctrl + A** and then select **Home > Borders > No Borders** to remove the frame for the label.



With the instructions on how to create Labels in Word 2013 that Free Download introduced above, hopefully you can easily apply it to your work. Depending on your needs, you can customize the font, font size or color to make the mail label look more professional and suitable.

In addition, if you are interested in creating labels for learning, you can refer to the instructions on how to **make labels for students and teachers on Word**. The list of beautiful and cute label templates will also help you have more suitable options for the new school year.

You finished reading the article "**Instructions for creating Labels and mailing labels on Word 2013 quickly**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.