How to Print Labels From Excel

One of the major marketing techniques that any business firm or organization should take consciously is defining a brand. Based on a report, 64% of consumers will buy products based on the packaging that they find visually-appealing to them. In order to get the interest of many potential customers, you need to design effective labels. It does not mean that you will incorporate many complicated elements in your label but you need to be careful and be consistent with your brand. After designing your product brand and labels, you need to print labels for the items. The content below will walk you through how to print labels in Microsoft Excel step by step. These techniques work in all versions of Word, including Excel 2019, Excel 2016, Excel 2010, and Excel for Mac.

SUMMARY

- For Windows: Click on **Mailings**, then select **Start Mail Merge**, followed by **Label**. Browse through the label section, then click.
- For Mac: Go to **Mailings**, then click **Start Mail Merge**, select **Label**. Edit as you wish before saving and printing.

How to Print Labels in Microsoft Excel

The material and color are the primary aspects that you need to consider in your product labels. Developing a solid and consistent branded label goes beyond the artwork and design to the product label material. While selecting the appropriate color increases your brand recognition. Below are some simple steps on how to print labels in Excel.

1. Select **Mailings** > **Start Mail Merge** > **Labels** from the drop-down menu.
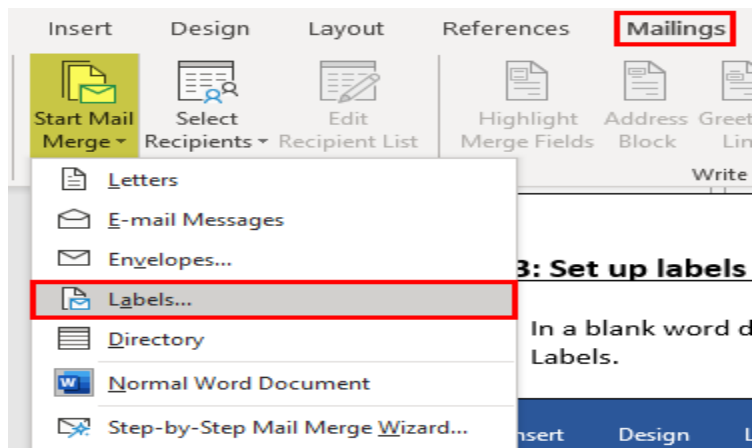
2. Select your label provider from the **Label vendors** lists in the **Label Options** dialog box.
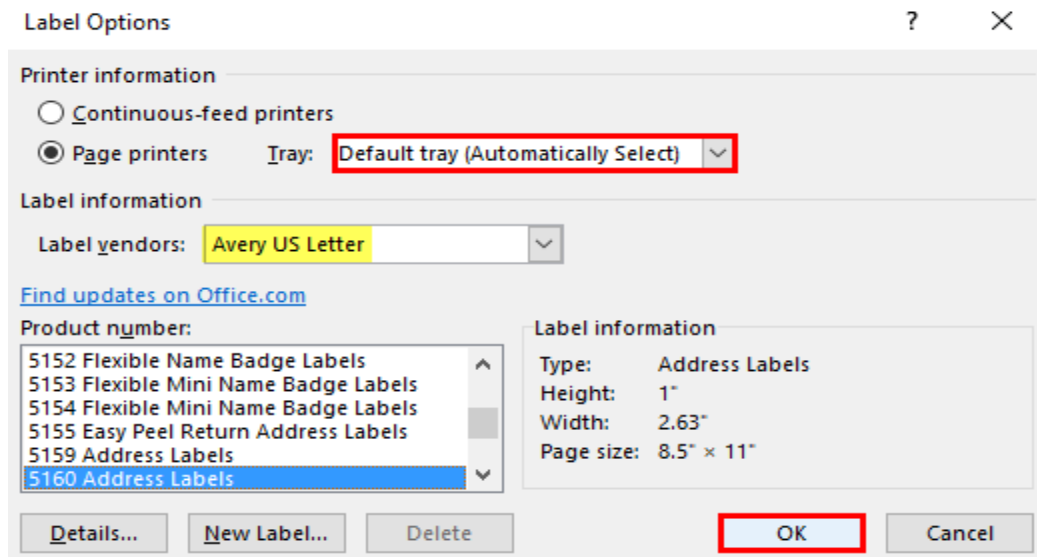
3. Choose the product number on your label package from the **Product number** selection.

Note: If none of the selections match your labels, select **New Label**, fill in the information for your label, and give it a name. To add the new label to the **Product number** list, select **OK**.

4. Choose **OK**.

5. Your document now has a table with a label outline. If the table isn't visible, go to **Table Layout** and choose **View Gridlines**.

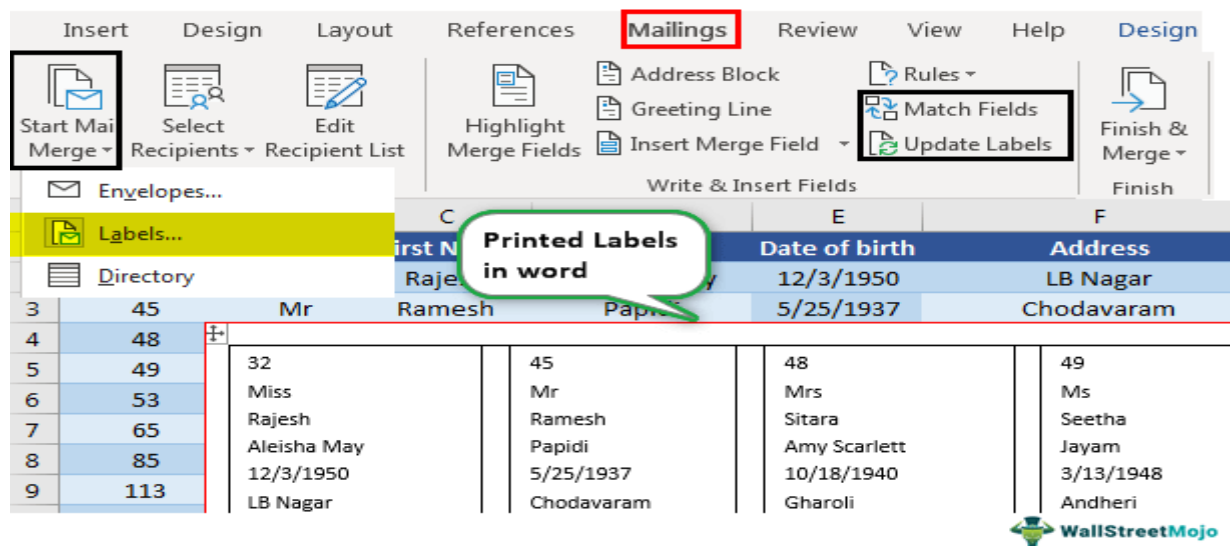6. To save your document, go to **File**, then **Save**.

7. After that, go to **Mailings**, click **Select Recipients**, and then pick an option.

8. Click **OK**.

9. Go to Mailings, then select **Address block** and **Insert Merge Field** for merge fields.

10. Format the fields in the first label to match the appearance of the rest of your labels.
11. Select **Mailings,** then **Update Labels** from the drop-down menu.

12. Select **Mailings,** then **Preview Results** from the drop-down menu.

Note: To examine, add, or remove merge fields, select Preview Results again. If you make any changes, select Update labels after you're finished.

13. Select **Mailings**, then **Finish & Merge,** and Print Documents from the drop-down menu.

How to Print Label from Mac Using Microsoft Excel

Just like its Windows counterpart, Mac can also use Microsoft Excel to print labels. To know how to, pay attention to the details below as we explain how to print labels from excel on Mac:

1. Go to **Mailings**, click **Start Mail Merge**, then **Labels**.
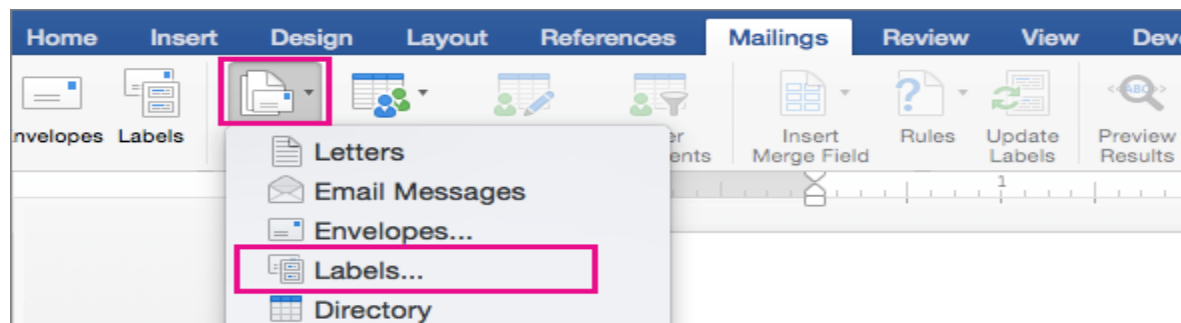
2. Select your label supplier from the **Label products** list in the **Label Options** dialog box.
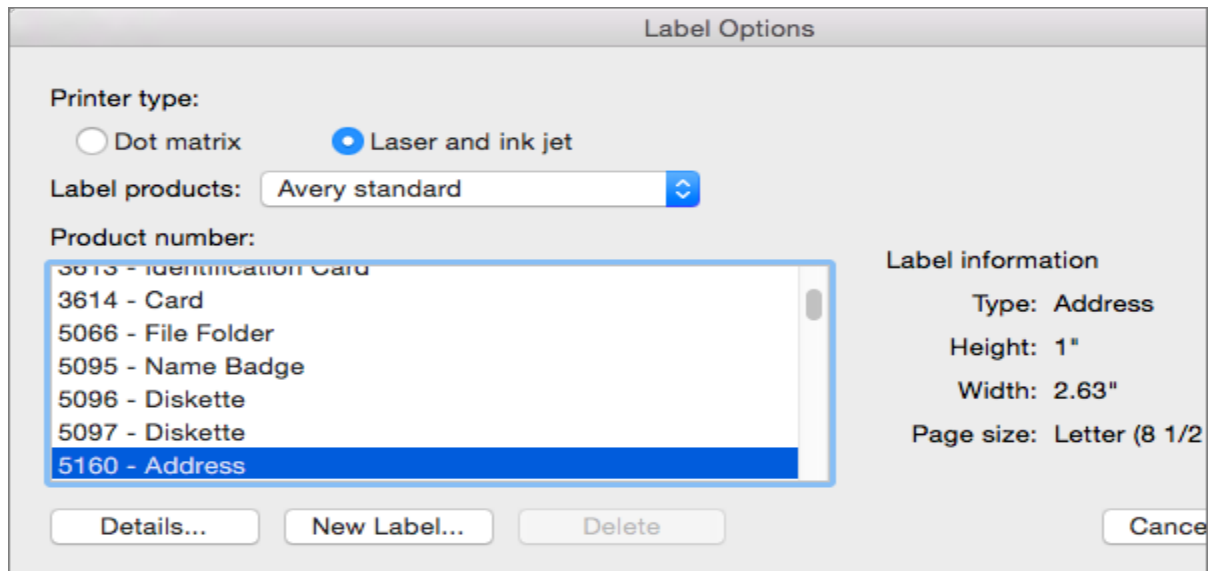

3. Choose the product number on your label package from the **Product number** selection.

Note: If none of the selections match your labels, select **New Label**, fill in the information for your label, and give it a name. To add the new label to the **Product number** list, select **OK**.
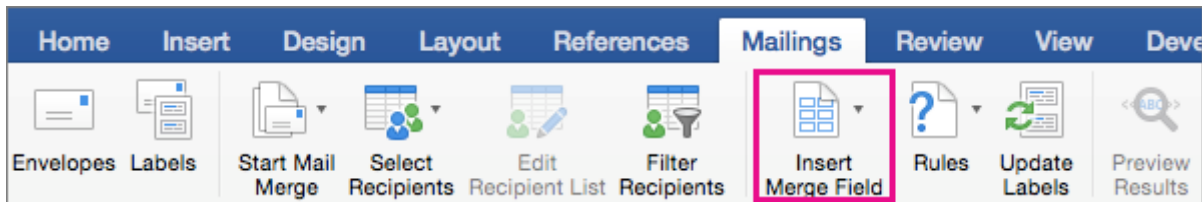
4. Select **OK.**

5. Your document now has a table with a label outline. If the outline isn't visible, go to **Table Layout** and choose **View Gridlines**.

6. Go to **File**, then **Save** to save your document.
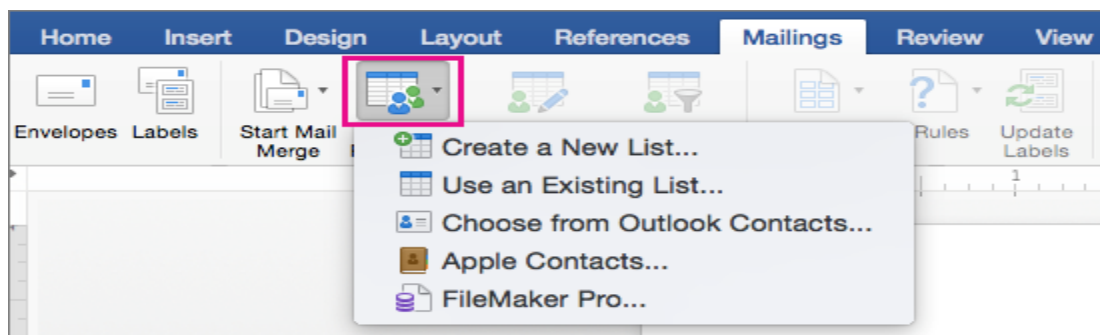
7. Go to **Mailings**, then **Select Recipients**, and then choose an option.
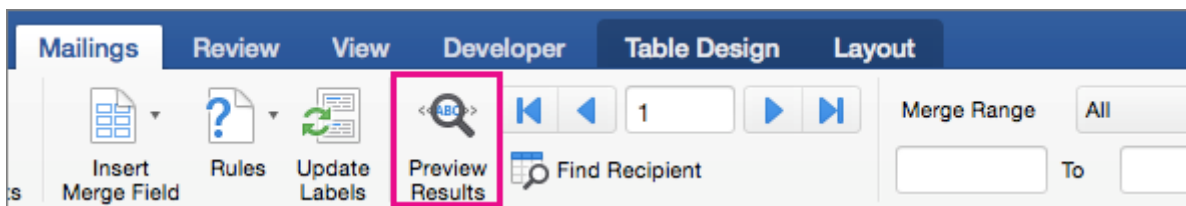
8. Go to **Mailings**, then **Insert Merge Field** and select the fields to show on your labels.
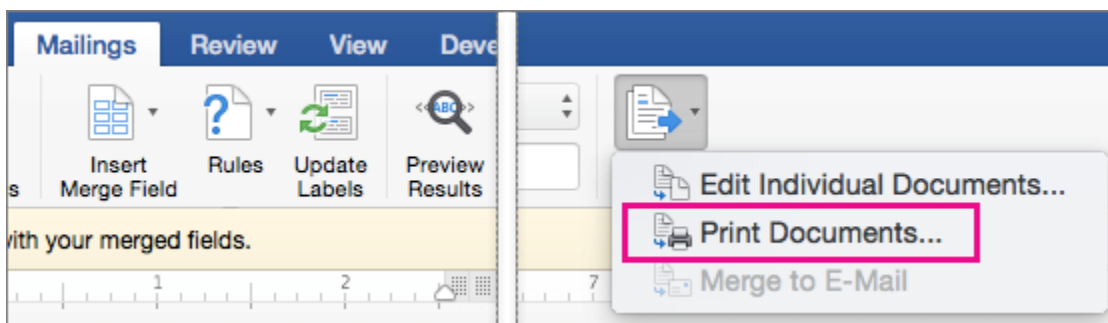

9. Click **OK**.

10. Format the fields in the first label to match the appearance of the rest of your labels.

11. Go to **Mailings**, then **Update Labels**.

12. Go to **Mailings,** select **Finish & Merge**, then **Print Documents** when the labels are ready.

Note: Using a well-designed label template is a simple and quick method to get your job done conveniently. We suggest that you make things easily when you utilize label templates from Template.net. You simply edit and print your preferred editable label templates.