Mail Merge and Printing Labels in *Google Docs*

1. For best results, use the *Google Chrome* browser and sign in to your *Google Drive Account*. You will use both *Google Sheets* and *Google Docs* to perform a mail merge to labels.

2. You may follow the steps below, and/or click this link for an informative *YouTube* 2-3 minute tutorial video, showing each step in detail. [https://www.youtube.com/watch?v=A_z7KiOnhko](https://www.youtube.com/watch?v=A_z7KiOnhko)

3. Create or upload a name and address list in *Google Sheets*.
   a. **Note 1**: If creating one in *Google Sheets*, make sure to name it first, as it will be easier to find as *Google* saves automatically as you go. You can upload an already-created list done in *MS Excel*.
   b. **Note 2**: Make sure to have your column titles in row 1, and data next, starting in row 2. Leave no blank rows.
   c. **Note 3**: Keep your addresses to a consistent three or four-line setup. Don’t mix it up as you could in *Microsoft Word*. *Google* seems to only recognize an all-three-line setup or an all four-line setup. As a work-around, if an address needs four lines, you can put more information in a cell while in *Sheets* if you press ALT and ENTER at the end of the first bit of information. For example, if you type a street number and street name in a cell, and press ALT and ENTER while in typing mode at the end of the text, you are given a second line of type within one cell. Now, type the next part of the address such as an apartment number or building number just underneath the first bit of information, but in that same cell. *Google* then includes that extra address portion in the display and printout.

4. Open *Google Docs*.
   a. **Note 1**: A one-time action is needed, and that is to download an add-on called *Avery Label Merge* for free. Click *Add-ons* from the menus, and search for and install, to your Google Account, the *Avery Label Merge* add-on. Add-ons live in the cloud in your Google Account. Not on your computer. Here is Google’s explanation of an add-on:

   **Add-ons** run inside *Google Sheets*, *Docs*, *Slides*, and *Forms*, but they're built by developers like you. Our new platform lets you add menu items and sidebars, edit files programmatically, and tie into over a dozen *Google* services without even spinning up a server. **Sep 27, 2017**

   [https://developers.google.com/apps-script/add-ons/](https://developers.google.com/apps-script/add-ons/)

5. Launch *Avery Label Merge* from the Add-on Menu, and click *New Merge*. Follow the screen prompts.
a. You will notice a screen like this appears:

b. **Note 1:** Follow the instructions to insert column header names from the column on the right into the sample label or name tag box on the screen.

c. **Note 2:** The default font and size is Arial 12 in this add-on. It appears you cannot view gridlines.

d. **Note 3:** You will need to insert spaces between the column titles as you go. Also, press enter when needed to create a new line.

e. **Note 4:** If you wish to work with or change fonts, color, font sizes, and so forth, you may need to research the possibilities and how to enact them.

6. This quickly gives you a simple set of labels, especially if you do not need to change fonts or color. Print first on plain paper and hold up to a label sheet to make sure things line up. Then print to labels.

Essentially, Google Docs and Sheets allow you to print labels, but there are some limits. If you can work within the limits, and check for new updates or improvements as needed, you should be fine!