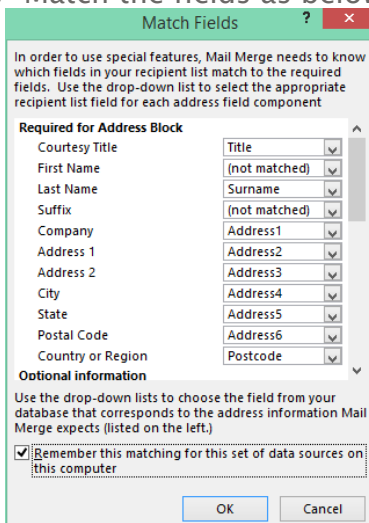


Creating a Mail Merge to Produce Labels

- 1) Open Word and start a New Document
- 2) Select: 'Mailings' tab
- 3) Select: 'Start Mail Merge'
- 4) Select: 'Step by Step Mail Merge Wizard'

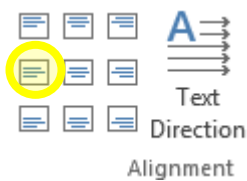
Side Bar to right will open where the following actions will occur:

- 5) Click: Select: 'Labels'
- 6) Click: 'Next: Starting Document'
- 7) Click: 'Label Options'
- 8) Select the applicable option for your business
- 9) Click: 'OK'
- 10) Click: 'Next: Select Recipients'
- 11) Click: 'Browse...'
- 12) Select the data file from the location in which you stored it in the previous steps
- 13) Pop up 'Mail Merge Recipients' is displayed
- 14) Click: OK
- 15) Click: 'Next: Arrange Your Labels'
- 16) Click: 'Address block'
- 17) Pop up 'Insert Address Block' is displayed
- 18) Click: 'Match Fields...'
- 19) Pop up 'Match Fields' is displayed
- 20) Match the fields as below:



- 21) Click: OK to close the 'Match Fields' pop up
- 22) Click: OK to close the 'Insert Address Block' pop up

- 23) Click: 'Update all labels'
- 24) Click: 'Next: Preview your labels'
- 25) Select/Highlight the entire sheet of labels
- 26) Ensure you are on the 'Home' Tab at the top
- 27) Click: "No Spacing" in the Styles option at the top on the right (this will remove any gaps between lines in the address block)
- 28) Go to the 'Layout' tab at the top
- 29) Click: "Align Centre Left" button



- 30) Click: 'Next: Complete the merge'
- 31) Click: 'Edit individual labels'
- 32) Pop up 'Merge new document' is displayed
- 33) Click: 'All'
- 34) Click: 'OK'
- 35) This will launch a new word document that will have all your labels on.
- 36) Save file in relevant directory if necessary
- 37) Print file to printer with the correct labels in the paper tray