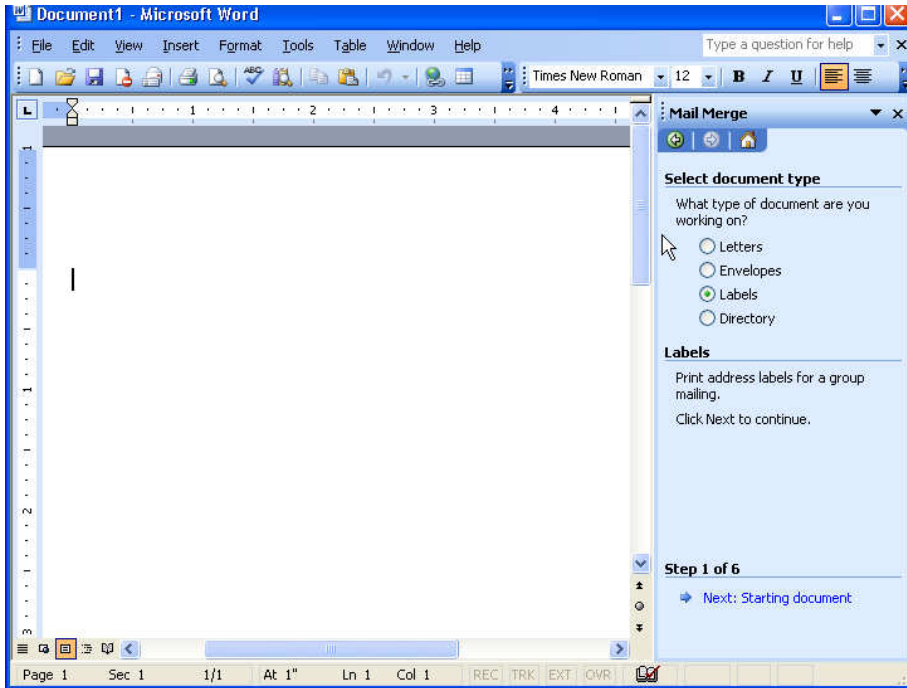


How to print labels using Word 2002, 2003, XP

STEP 1: Your input file MUST be a .txt file. Save your file somewhere on your PC that you will pull from in STEP 12 below.

STEP 2: Open Word

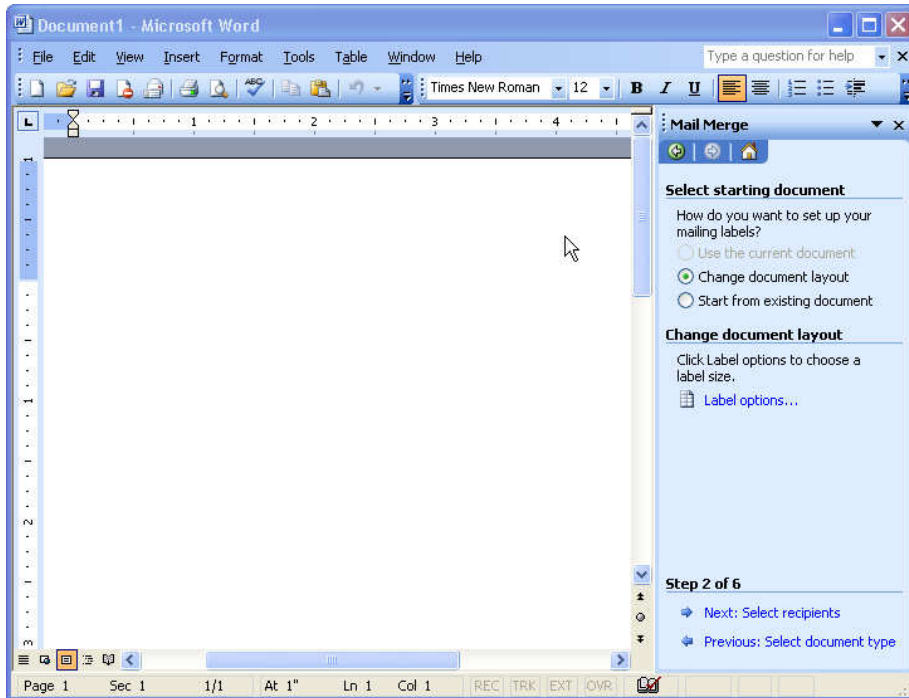
STEP 3: On the main tool bar left-click on the **Tools** tab then scroll down to **Letters and Mailing**, and left-click on the **Mail Merge Wizard...** Your first window should look like the one below:



STEP 4: Under **Select document type**, left-click on the circle next to **Labels**

STEP 5: Under **Step 1 of 6**, left-click on the **Next: Starting document**

Your next window should now look similar to the one below:

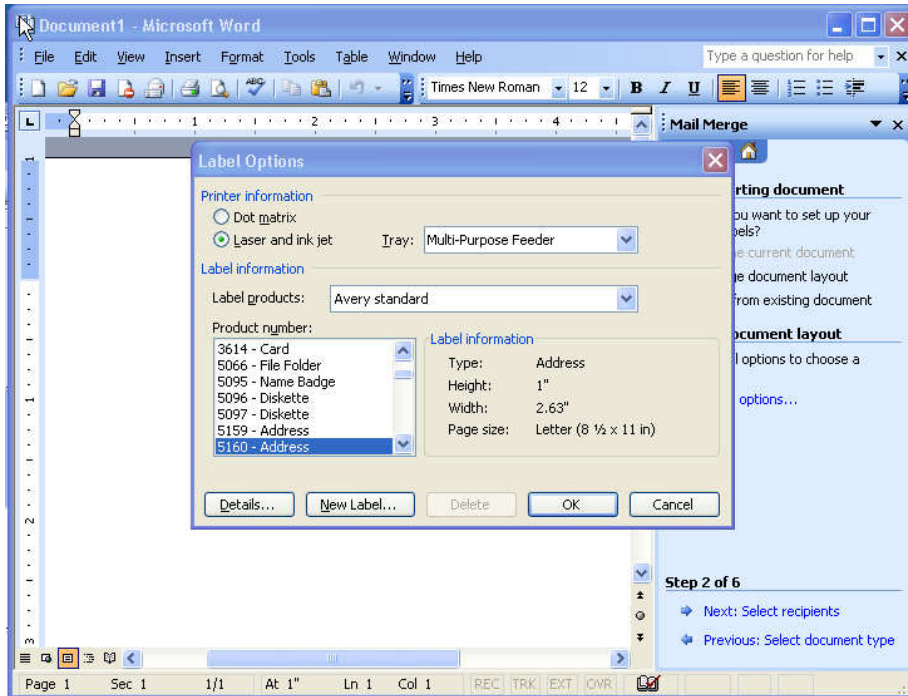


STEP 6: Under **Select starting document**, left-click on the circle next to **Change document layout**

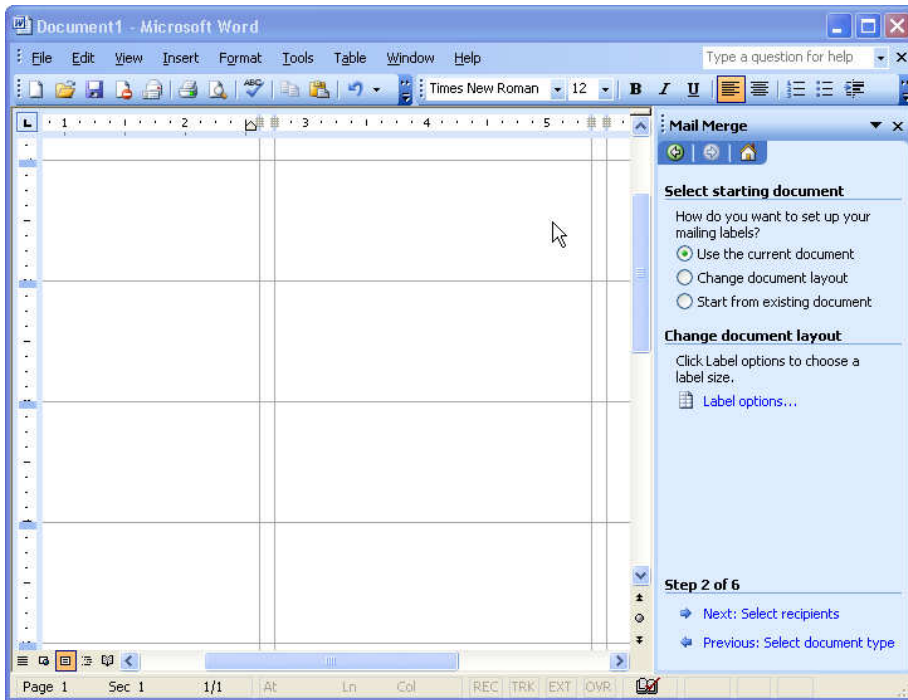
STEP 7: Under **Change document layout**, left-click on the **Label options...**

A new window will appear similar to the one below asking what type of labels you want to print on. The most popular under **Label Products:** is **Avery Standard** and under **Product Number:** is **5160 - Address**

Once your choice has been made click on the **OK** button



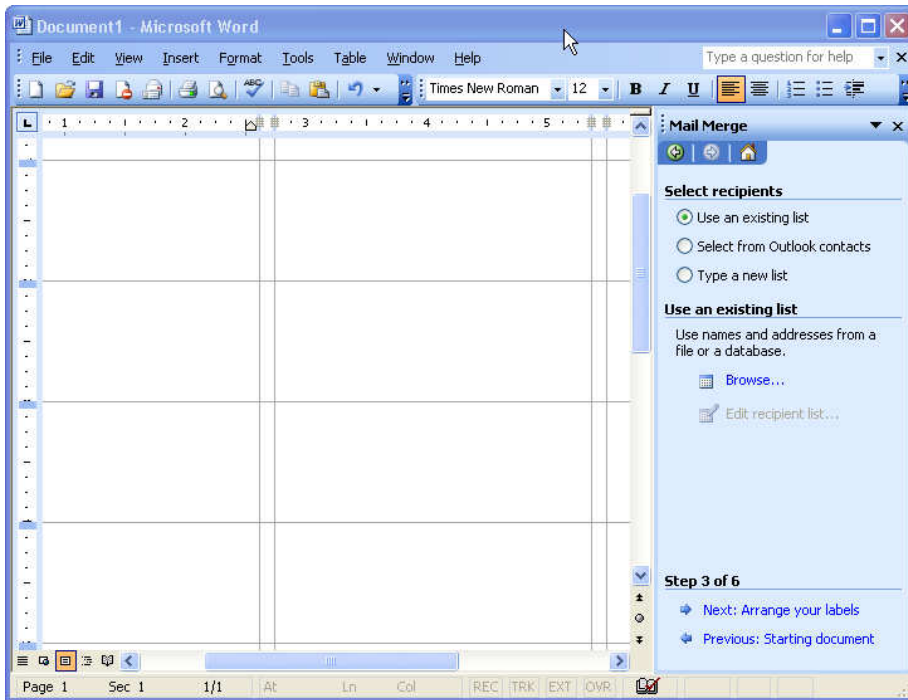
Your next window should now look similar to the one below:



STEP 8: Under **Select starting document**, left-click on the circle next to **Use the current document**

STEP 9: Under **Step 2 of 6**, left-click on the **Next: Select recipients**

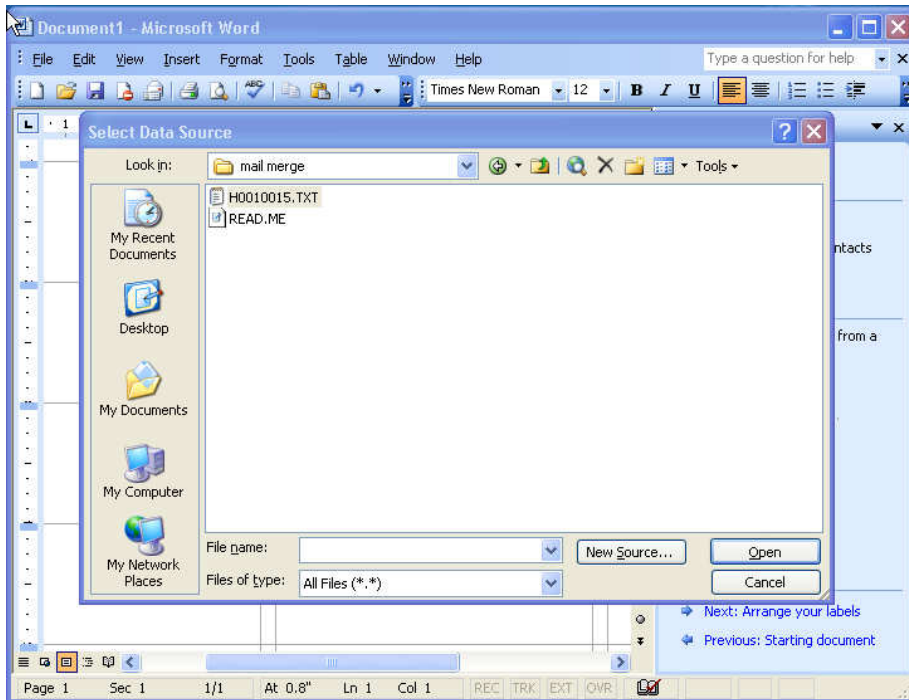
Your next window should now look similar to the one below:



STEP 10: Under **Select recipients**, left-click on the circle next to **Use an existing list**

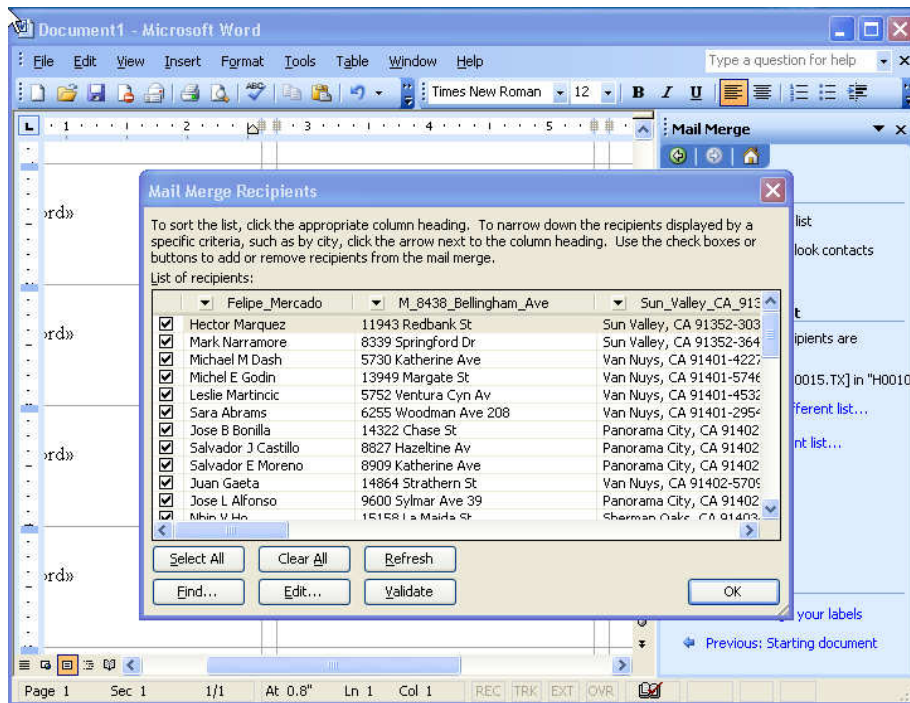
STEP 11: Under **Use an existing list**, left-click on **Browse...**

Your next window should now look similar to the one below:

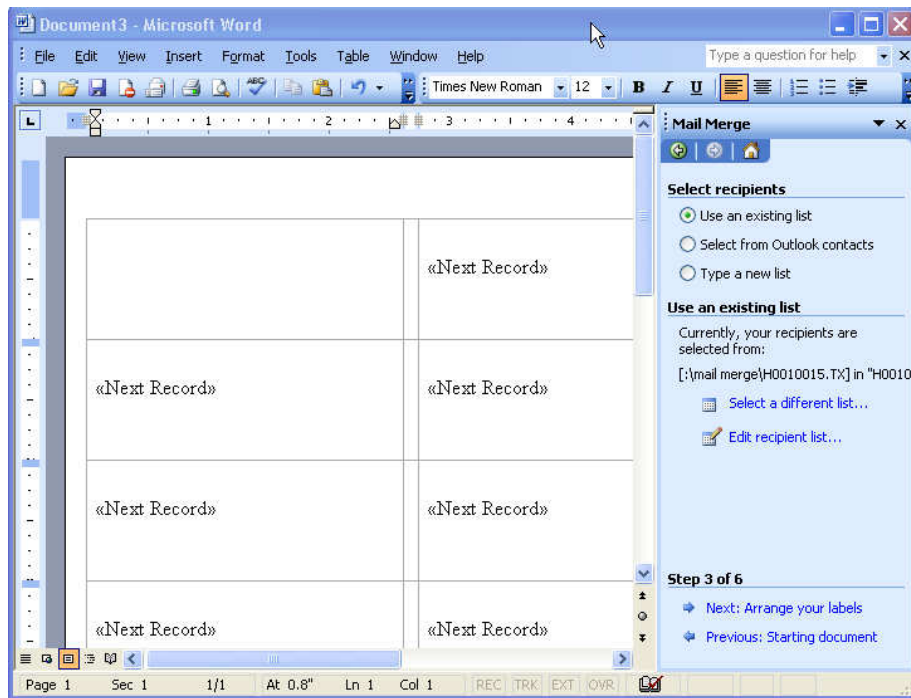


STEP 12: Locate the file you saved earlier (Note: make sure that the **Files of type:** is set to **All Files (*.*)**). Once found highlight the desired file and left-click the **Open** button.

A **Mail Merge Recipients** window will appear similar to the one below, make sure all desired recipients are checked, and left-click the **OK** button.

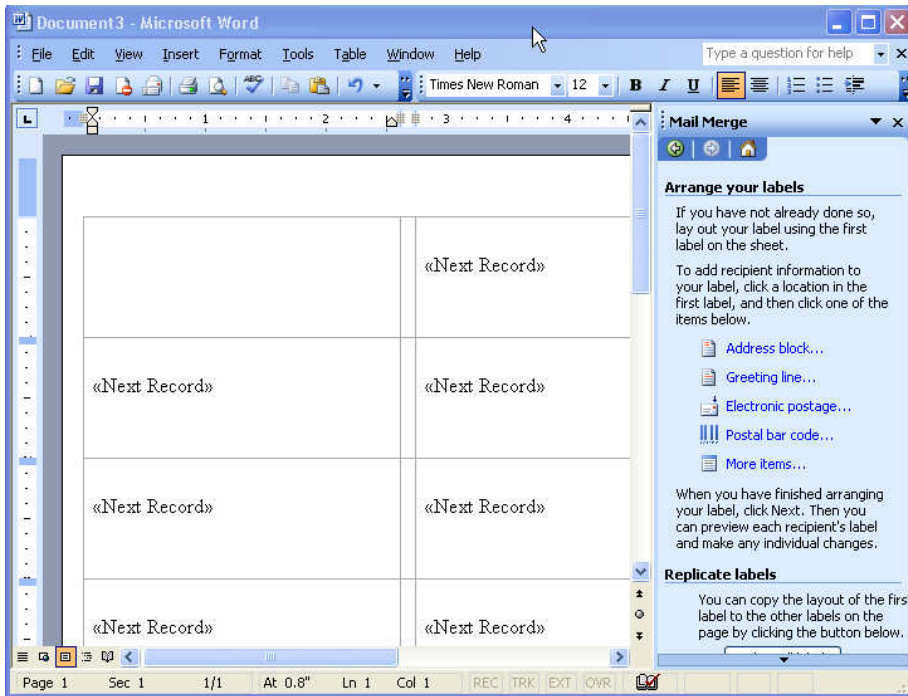


Your next window should now look similar to the one below:



STEP 13: Under **Step 3 of 6**, left-click on the **Next: Arrange your labels**

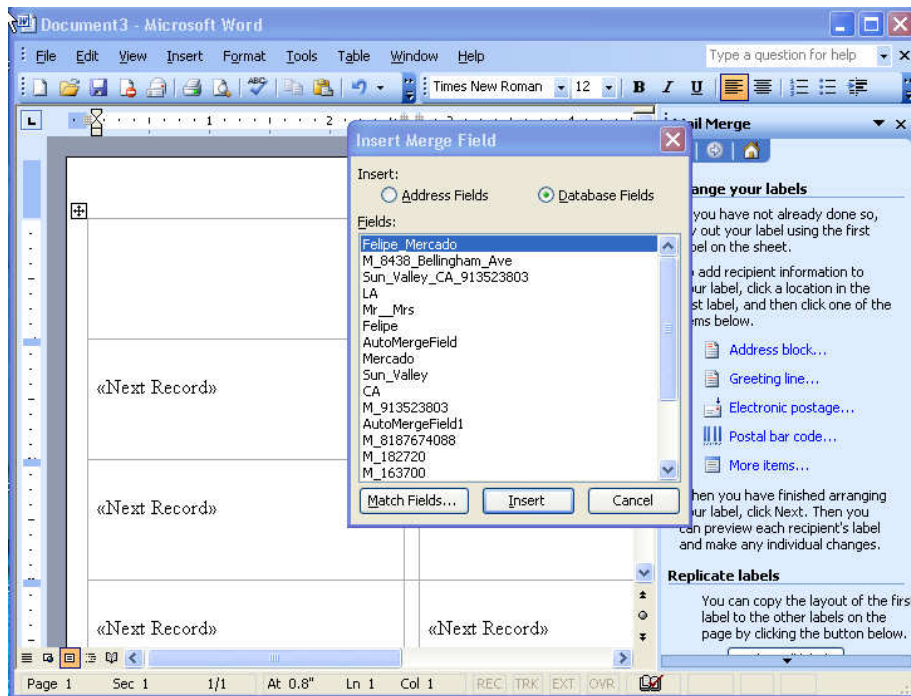
Your next window should now look similar to the one below:



The cursor should be in the top left box.

STEP 14: Under **Arrange your labels**, left-click on **More items...** to select the appropriate information for the label.

An **Insert Merge Field** window will appear similar to the one below, with a list of possible fields.

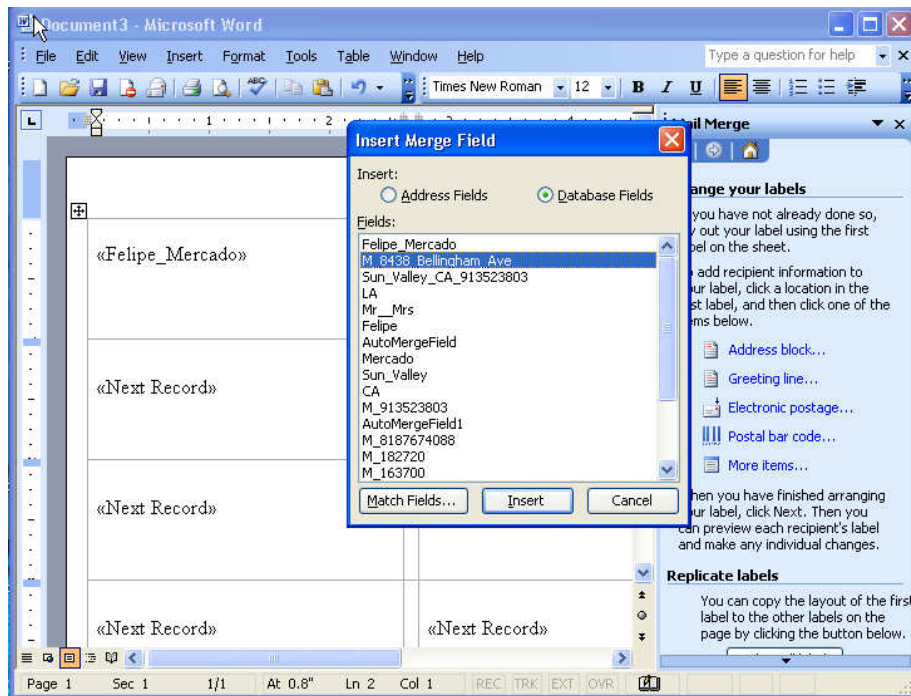


STEP15: Highlight the name of the recipient then left-click the **I**nsert button and then left-click the **C**lose button to close the **I**nsert Merge Field window.

The name of the recipient will be located on in the first box in the upper left hand corner.

Push the **E**nter key to go down one line then left-click **M**ore **i**tems... again.

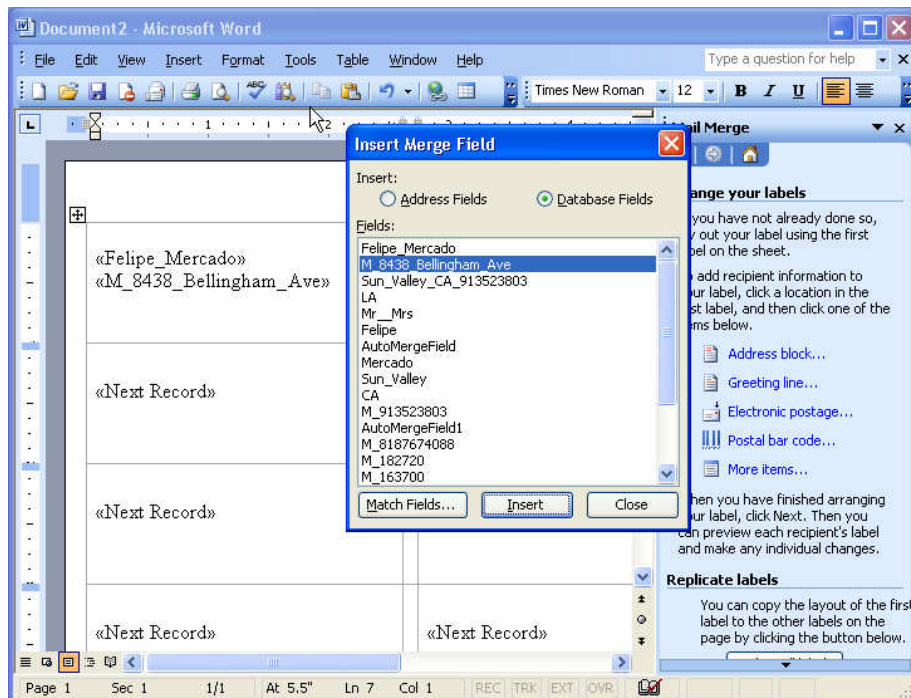
Your next window should now look similar to the one below:



STEP 16: Highlight the recipient's address then left-click the **I**nsert button and then left-click the **C**lose button to close the **I**nsert Merge Field window.

The recipient's will be appear under the recipient's name.

Your next window should now look similar to the one below:

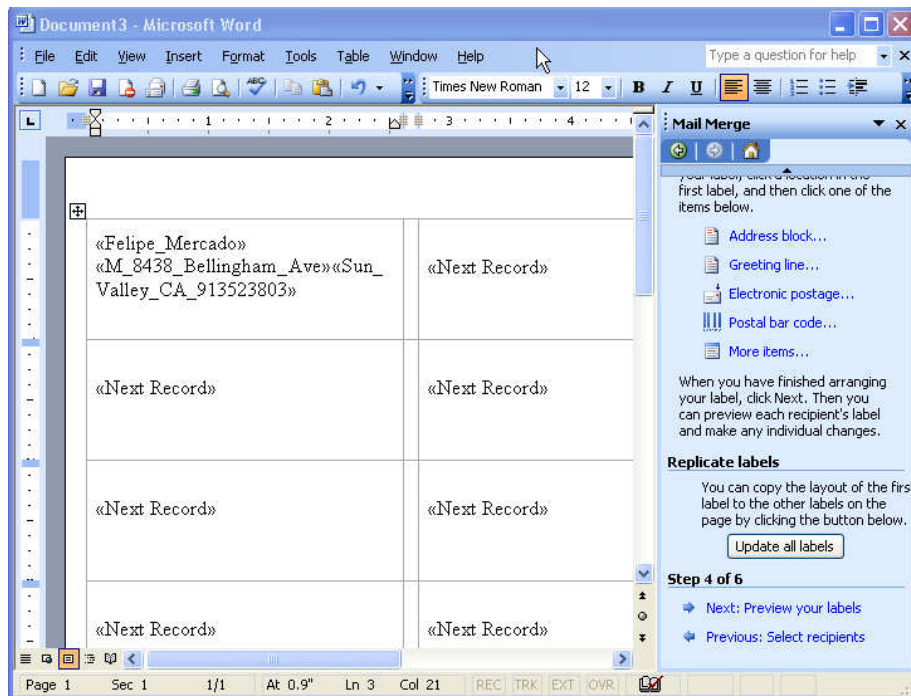


STEP 17: Push the **Enter** key to go down one line then left-click **More items...** again.

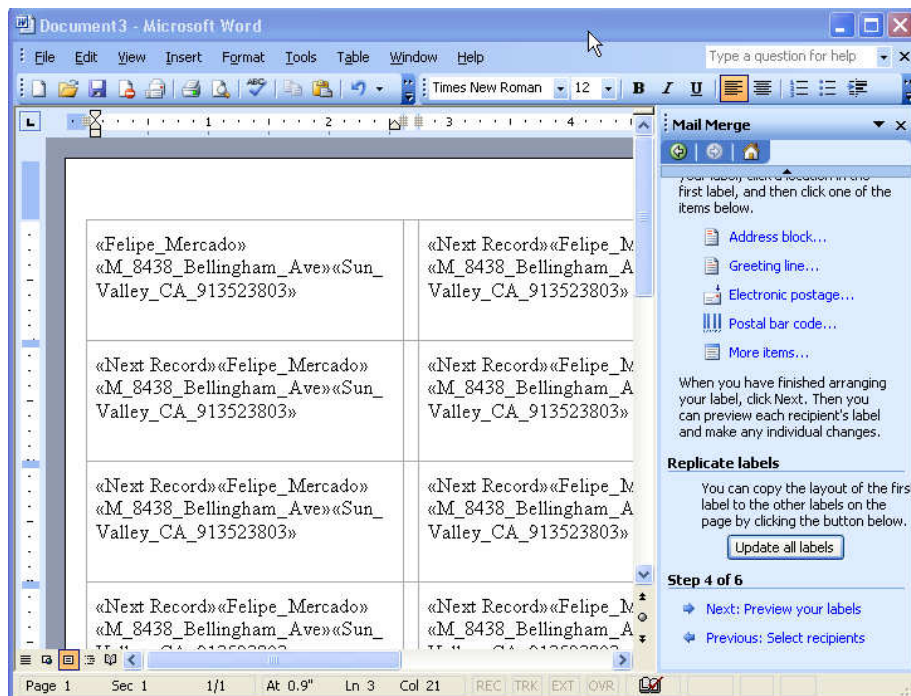
Highlight the City, State, Zip field then left-click the **Insert** button and then left-click the **Close** button to close the **Insert Merge Field** window.

The City, State, Zip will now appear under the recipient's address

Your next window should now look similar to the one below:

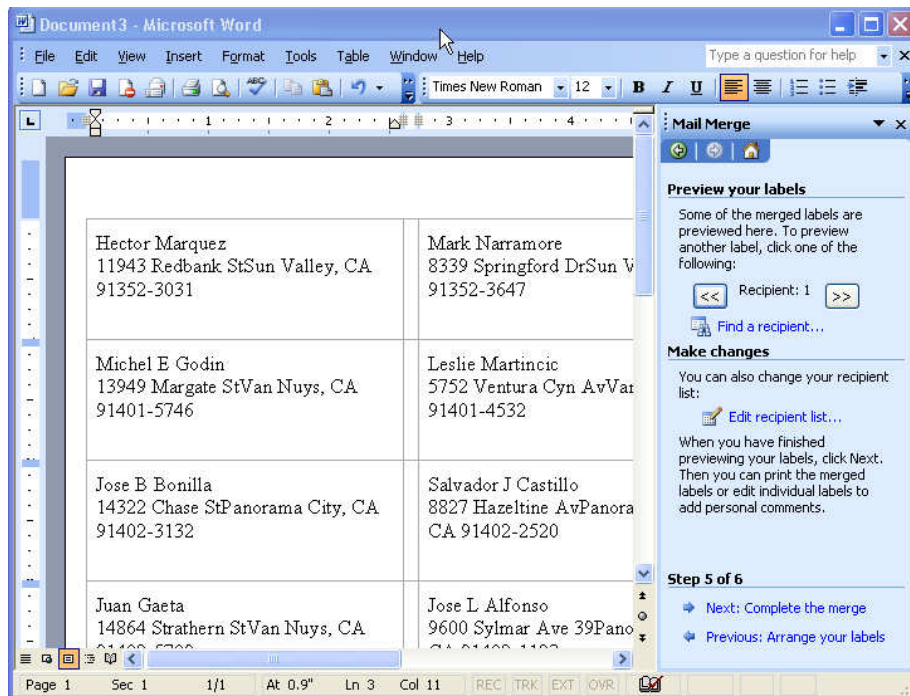


STEP 18: Under **Replicate Labels**, left-click on the **Update all labels** button. Your next window should now look similar to the one below:

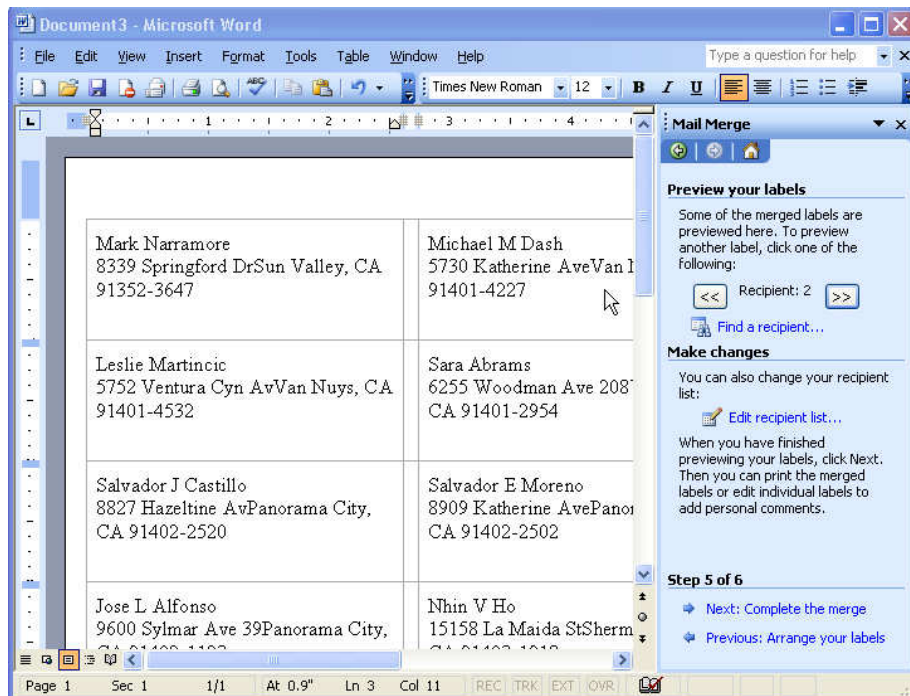


STEP 19: Under **Step 4 of 6**, left-click on the **Next: Preview your labels** button.

Your next window should now look similar to the one below:

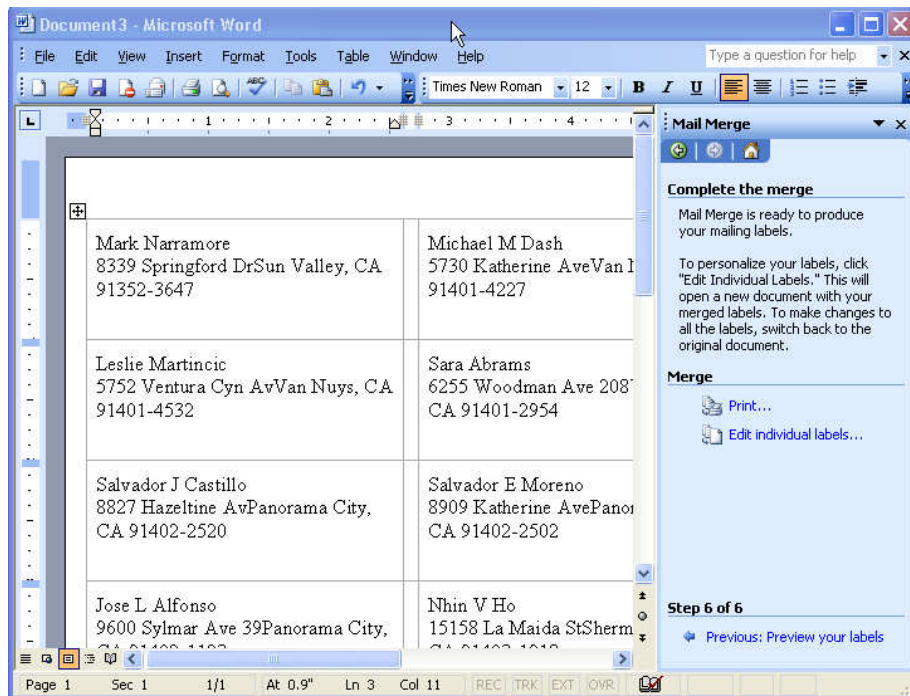


If you wish to preview other label pages just left-click the << or >> buttons to view other pages.



STEP 20: When finished previewing Under **Step 5 of 6**, left-click on the **Next: Complete the merge**

Your final window should look similar to the one below.



STEP 21: Under **Merge**, left-click on **Print...** to print the labels.

If you wish to review previous steps in the process left-click **Previous: Preview your labels** under **Step 6 of 6**.