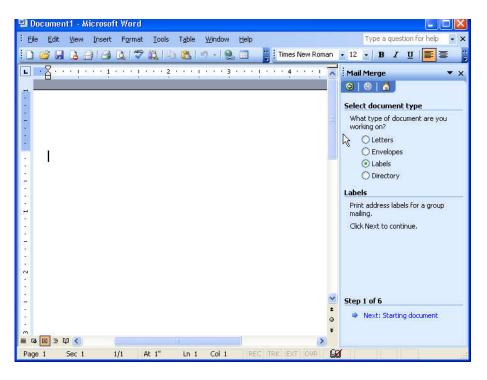
How to print labels using Word 2002, 2003, XP

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.

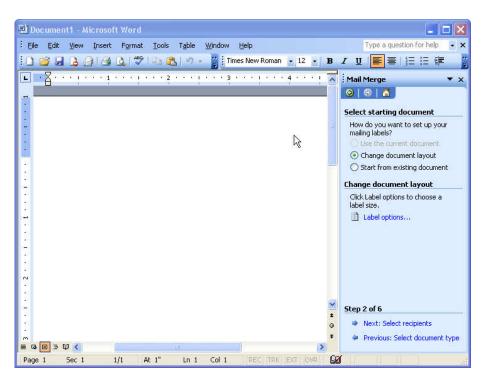
STEP 2: Open Word

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



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**

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

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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

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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...

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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.

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

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	«Next Record»	«Next Record»	Address block Greeting line Greeting line Electronic postage III Postal bar code
	«Next Record»	«Next Record»	More items When you have finished arranging your label, cick Next. Then you can preview each recipient's label and make any individual changes.
	«Next Record»	«Next Record»	 Replicate labels You can copy the layout of the first label to the other labels on the page by clicking the button 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.

	ools Table Window Help	⊒ :il Merge ▼ ×
«Next Record»	Insert: Address Fields • Database Fields Fields: Felipe Mercado M. 8438 Bellingham_Ave Sun_Valley_CA_913523803 LA Mr_Mrs Felipe AutoMergeField Mercado Sun_Valley CA M. 913523803 AutoMergeField1 M.8187674088 M_182720 M_163700 Match Fields Insert Can	ange your labels you have not already done so, rout your label using the first on the sheet. • add recipient information to ur label, click a location in the stabel, and then click one of the ms below. • Address block • Greeting line • Electronic postage • III Postal bar code • More items hen you have finished arranging
«Next Record»	«Next Record»	iur label, click Next. Then you can preview each recipient's label and make any individual changes. Replicate labels You can copy the layout of the first label to the other labels on the page by clicking the button below.

STEP15: Highlight the name of the recipient then left-click the **Insert** button and then left-click the **Close** button to close the **Insert Merge Field** window.

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

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

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	¥ · · · · · · · · · · · · · · · · · · ·	Insert Merge Field
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STEP 16: Highlight the recipient's address then left-click the **Insert** button and then left-click the **Close** button to close the **Insert Merge Field** window.

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

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	3	Insert Merge Field
	«Felipe_Mercado» «M_8438_Bellingham_Ave» «Next Record»	Insert: Address Fields Database Fields Fields: Fields: Fielpe_Mercado MI_B438_Bellingham_Ave Sun_Valley_CA_913523803 LA MI_Mrs Felipe AutoMergeField Mercado Sun_Valley_CA_913523803 LA M_1913523803 AutoMergeField Mercado Sun_Valley CA M_913523803 AutoMergeField1 M_8187674088 M_8182720 More items More items More items
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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

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	F		first label, and then click one of the items below.
	«Felipe_Mercado» «M_8438_Bellingham_Ave»«Sun_ Valley_CA_913523803»	«Next Record»	 Address block Greeting line Electronic postage Dostal bar code
	«Next Record»	«Next Record»	More items When you have finished arranging your label, click Next. Then you can preview each recipient's label and make any individual changes.
	«Next Record»	«Next Record»	Replicate labels You can copy the layout of the fit label to the other labels on the page by clicking the button below Update all labels
	«Next Record»	«Next Record»	 Step 4 of 6 Next: Preview your labels Previous: Select recipients

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

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	«Felipe_Mercado» «M_8438_Bellingham_Ave»«Sun_ Valley_CA_913523803»	«Next Record»«Felipe_N «M_8438_Bellingham_A Valley_CA_913523803»	 Address block Greeting line Electronic postage Postal bar code
	«Next Record»«Felipe_Mercado» «M_8438_Bellingham_Ave»«Sun_ Valley_CA_913523803»	«Next Record»«Felipe_N «M_8438_Bellingham_A Valley_CA_913523803»	More items When you have finished arranging your label, dick Next. Then you can preview each recipient's label and make any individual changes.
	«Next Record»«Felipe_Mercado» «M_8438_Bellingham_Ave»«Sun_ Valley_CA_913523803»	«Next Record»«Felipe_N «M_8438_Bellingham_A Valley_CA_913523803»	Replicate labels You can copy the layout of the fir label to the other labels on the page by clicking the button below Update all labels
	«Next Record»«Felipe_Mercado» «M_8438_Bellingham_Ave»«Sun_	«Next Record» «Felipe_M «M_8438_Bellingham_A	Step 4 of 6 Image: S

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

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		Preview your labels
Hector Marquez 11943 Redbank StSun Valley, CA 91352-3031	Mark Narramore 8339 Springford DrSun V 91352-3647	Some of the merged labels are previewed here. To preview another label, click one of the following: << Recipient: 1 A Find a recipient
Michel E Godin 13949 Margate StVan Nuys, CA 91401-5746	Leslie Martincic 5752 Ventura Cyn AvVar 91401-4532	Make changes You can also change your recipie list: Change Chinese Change your recipient previewing your labels, click Nex Then you can print the merged labels or edit individual labels to add personal comments.
Jose B Bonilla 14322 Chase StPanorama City, CA 91402-3132	Salvador J Castillo 8827 Hazeltine AvPanora CA 91402-2520	
Juan Gaeta 14864 Strathern StVan Nuys, CA	Jose L Alfonso 9600 Sylmar Ave 39Pano	Step 5 of 6 Next: Complete the merge Previous: Arrange your lab

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

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		Preview your labels
Mark Narramore 8339 Springford DrSun Valley, CA 91352-3647	Michael M Dash 5730 Katherine AveVan 1 91401-4227	Some of the merged labels are previewed here. To preview another label, click one of the following: << Recipient: 2 >> Recipient: 2 >
Leslie Martincic 5752 Ventura Cyn AvVan Nuys, CA 91401-4532	Sara Abrams 6255 Woodman Ave 208 ⁻ CA 91401-2954	Make changes You can also change your recipion list:
Salvador J Castillo 8827 Hazeltine AvPanorama City, CA 91402-2520	Salvador E Moreno 8909 Katherine AvePanos CA 91402-2502	When you have finished previewing your labels, click Nex Then you can print the merged labels or edit individual labels to add personal comments.
Jose L Alfonso 9600 Sylmar Ave 39Panorama City,	Nhin V Ho 15158 La Maida StSherm	Step 5 of 6 Next: Complete the merge Previous: Arrange your lab

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.

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	Mark Narramore 8339 Springford DrSun Valley, CA 91352-3647	Michael M Dash 5730 Katherine AveVan 1 91401-4227	Mail Merge is ready to produce your mailing labels. To personalize your labels, click "Edit Individual Labels." This will open a new document with your merged labels. To make changes all the labels. The state of the labels of the state is print Compared to the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the sta
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	Salvador J Castillo 8827 Hazeltine AvPanorama City, CA 91402-2520	Salvador E Moreno 8909 Katherine AvePanos CA 91402-2502	
	Jose L Alfonso 9600 Sylmar Ave 39Panorama City,	Nhin V Ho 15158 La Maida StSherm	Step 6 of 6 Previous: Preview your labe

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**.