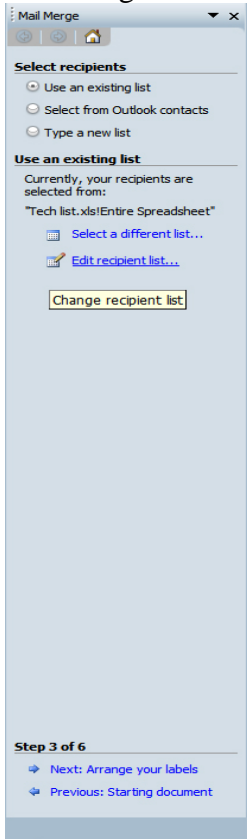


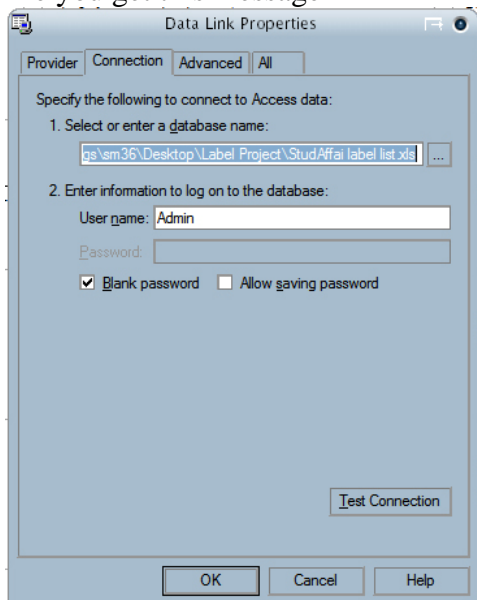
Mail Merging Label spreadsheet into Word Template

Labels needed (Avery 8160 or Staples Item No. 479884)

1. Open up Mailing Labels.doc
2. On the menu bar go to Tools → Letters and Mailings → Mail Merge
3. On the right hand side of your document you get this mail merge window.

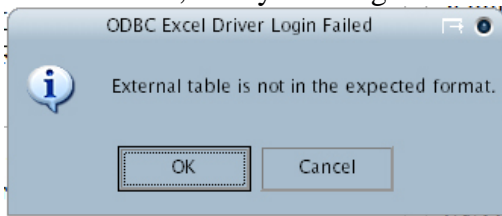


- 4.
5. On the bottom of this window it will say Step 1 of 6. Go to Step 3 of 6. In that window select "Browse" under the Use an existing list section.
6. Now locate your mailing list spreadsheet (for example label.xls). When you find/select your .xls file you get this message

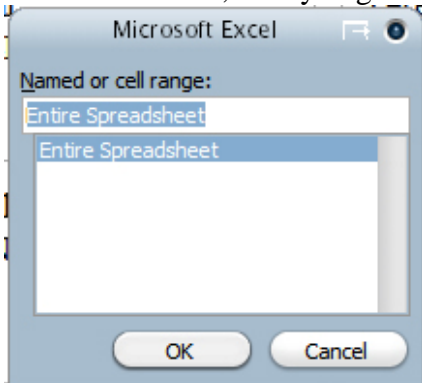


- 7.

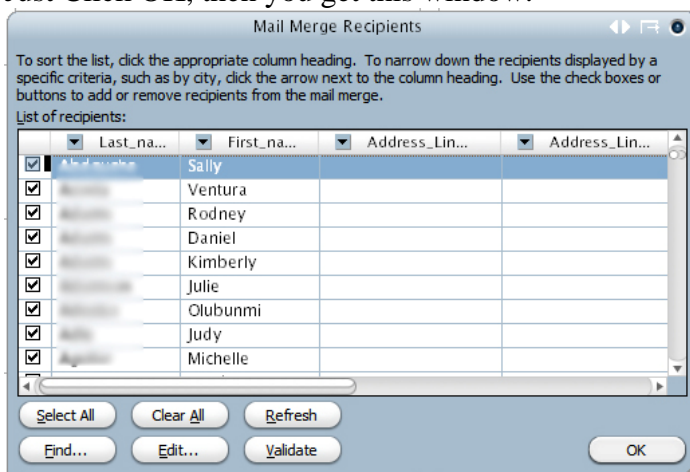
8. Just click OK, then you will get this window.



9.
10. Just click Cancel, then you get this window.



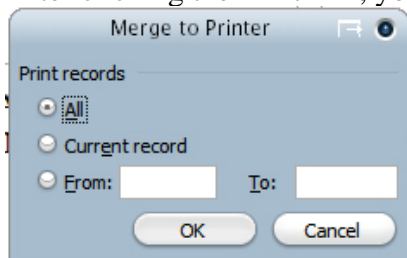
11.
12. Just Click OK, then you get this window.



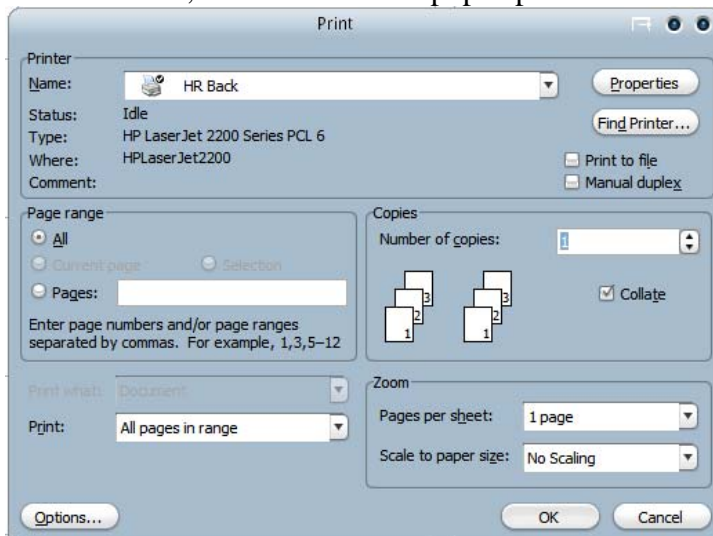
13.
14. Just click OK.
15. Now in the Mail Merge Window, go to step 6 of 6. Under the Merge section, select Print. Make sure you have the mailing labels in the correct printer.



- 16.
17. After clicking the Print link, you get this window.



- 18.
19. Just Click OK, then this window pops up.



- 20.
21. Just select the proper printer, then Click OK.