

Guide to preparing addressed labels using Mail Merge in Word (XP version)

Go to **tools** then **letters+Mailings** then **mail merge**

Step 1 of 6

On the **Menu** that appears on the right of the screen click on **bullet hole labels**. That brings up a side menu called **Mail Merge**

Click on **Starting document**. Shown at bottom of side menu

Step 2 of 6

On **Select starting Document** menu, click on bullet holes either **Change document** or **start from existing** depending on what you want. If this is your first document choose **Change document layout**

Click on **Label options** shown half way down of side menu

That brings up a label options panel

Click on bullet hole **laser and inkjet**

Tray; Select **Avery A4 and A5 series**.

From Product number select **J8560**. Click **OK** available from WH Smith on line

Details of the dimensions can be view if required by left clicking on **Details button**, Click **OK** on both small menus to close them and proceed.

Click on **Select recipients** at bottom of side menu

Step 3 of 6

Click on bullet hole **Type new list**

On **Select recipients** menu Click on bullet hole **Type a new list**

This will bring up a link word **create** half way down the menu Click on **Create**

This brings up **New address List** panel.

Type in the names and addresses for the data bank.
Click on **New entry** for each new entry

Click on **cancel** to close your list

At this point you are asked to save the name of your list of addresses
Type in file name and click on **save**

This displays your data list. You can at this stage click on **edit** to edit entries or add **new entry**.

Clicking **OK** at the bottom of your recipients list, will bring a statement half way down the side panel saying; “ Currently, your recipients are selected from (quotes the name of the data field you saved) Ignore the other option of **Select from a different list** and only choose **edit recipients list** if required.

This brings up a panel called **Mail Merge Recipients** showing you list of address.

If you need to edit an entry highlight it and click on **Edit**.

To finish list click on **OK**

Step 4 of 6

Click on **Arrange** your labels at the bottom of the side menu.

Click on **Address** block (only once ! otherwise you will get it duplicated)
Scroll down using the arrow bar at the bottom of the side menu.

Replicate labels Click on **Update all labels**.

Click on **Preview your labels** at bottom of side menu

Step 5 of 6

At this stage you can use the << and >> boxes to look at your entries, if required.

OR

Edit your recipients

If you click on **Edit your recipients** to change an entry **OK** to come back to the main menu.

Click on **Complete the merge** at the bottom of the side menu.

Step 6 of 6

This should show your list ?

Other menus are similar, but if they don't have the '**address block option**' you may have to go through the match fields routine.

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