Word Perfect Importing Instructions

*please note - we have found that the easiest way to create labels in Word Perfect is to start with your file saved as a Microsoft Excel file.

1. Select **Format** and **Labels** from the main menu.

2. The **Labels** dialog box will appear. Choose your printer feed - laser or track.

3. Select the label type under the **Labels** heading. It is automatically defaulted to Avery labels.
   If you are not using Avery labels, click **Change** in the lower middle bottom of the screen. Once you have chosen the label type, click **Select**.

4. Click on **Tools** and then **Merge** from the main menu at the top of the screen. A **Merge** box will appear.

5. Click on the **Form Document** drop-down box. Choose **Create Form Document**. and click to create in active window, click **OK**.

6. The **Associate Form and Data** dialog box will appear. Choose **Associate a data file** and in the white box next to it, click on the drop-down on the right. This allows you to choose your file.

7. In the **Select Data File** box, select the drive or the directory where your data is saved

8. Select your file from the list provided. Click **OK**. You should be back to the original **Merge** box. (If you do not see your file, choose **All Files** in the File Type drop-down menu.)

9. Click on the **Import Field** (the button just below the main menu at the top of the screen)

10. An **Import Field Name or Number** box will appear.

    ·Click on the **First Name** and click **Insert**, then click **Enter**.
    ·Click on **Company** and click **Insert**, then click **Enter**.
    ·Click on **Address** and click **Insert**, then click **Enter**.
    ·Click on **City** and click **Insert**; type a comma and press the space bar.
    ·Click on **State** and click **Insert**; press the space bar twice.
    ·Click on **Zip** and click **Insert** and **Close**.

11. On the **Merge** window that is open, click the **Merge** button.

12. To save your labels after the merge, click on **File** in the main menu at top left and select **Save As** and type your file name.