

Word XP Importing Instructions

1. Click on **Tools** in the main menu at top left.
2. Select **Letters and Mailings**, and then **Mail Merge Wizard**.
3. Select the **Labels** button under **Select document type**.
4. Click on **Next: Starting document** at the bottom of the **Mail Merge** helper.
5. To select the appropriate label, click on **Label options** under **Change document layout**. Choose your label and click **OK**.
6. Click on **Next: Select recipients** at the bottom of the **Mail Merge** helper.
7. Click on **Browse** under **Use an existing list**.
8. The **Select Data Source** window will appear. Click on the **Look in:** drop-down menu and select the location of your list data file.
9. Once you have located your list data file, click on the file and select **Open** in the **Select Data Source** window.
10. The **Mail Merge Recipients** window will appear with a preview of your list. Click **OK** on the **Mail Merge Recipients** window.
11. Click on **Next: Arrange your labels** link at the bottom of the **Mail Merge** helper.
12. Make sure that the cursor is in the text area of the first label on the sheet.
13. Click on **More items** under **Arrange your labels**. The **Insert Merge Field** window will appear. Ensure that the button next to **Database Fields** is selected.
14. Select the appropriate data elements from the **Insert Merge Field** window, such as Company Name, Address, City, State, Zip, etc
15. Click **Insert** then click the **Close** button.
16. Click on **More items** under **Arrange your labels**, select the appropriate data elements from the **Insert Merge Field** window, [such as Company_Name,] click on **Insert** and then click **Close** until all of the address information is correctly laid out on your label (e.g. Company_Name, Address, City, State, Zip)
17. Make sure to insert the appropriate spacing and punctuation after inserting each data element.
18. Click on **Update all labels** under the **Replicate labels** section.
19. Click on **Next: Preview your labels** at the bottom of the **Mail Merge** helper.
20. Your labels should now appear laid out properly with the address information from your list.
21. Click on **Next: Complete the merge** at the bottom of the **Mail Merge** helper.
22. You can print now or **Edit Individual Records** (Clicking **Edit Individual Records** will open a new document of all the labels which can be individually edited)
23. To print use the **Print** option in the **Mail Merge** helper. Clicking **Print** from the top toolbar will not print all labels.
24. 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.