



Mail Merge in XP (Labels)

STEP 1

Select from the menu **Tools, Letters and Mailings, Mail Merge Wizard**

STEP 2

A. Select **Labels**



B. Select **Next: Starting document**.

STEP 3

A. Select **Change document layout**.
B. Click on link for **Label Options**- select label size.



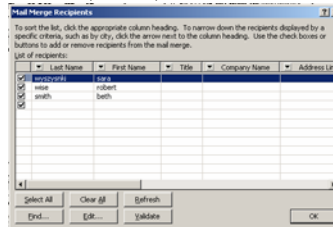
C. Select **Next: Select Recipients**

STEP 4

A. Select **Use an existing list** radio button.
B. Click on link for **Browse**- find data source.

STEP 5

A. The Mail Merge recipients box returns. Click on **OK** after you review, add, remove, filter, or sort.



B. When you return to the task pane, click **Next: Arrange your labels**

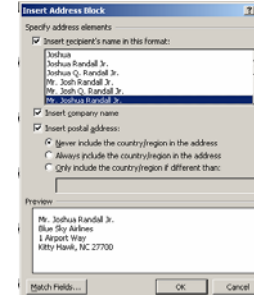
STEP 6



Click on link for **Address Block**

STEP 7

A. Make changes to the address block elements and then click on **Match Fields** button. Verify all fields are mapped. Click on **OK**.



B. Click on **OK** to return to the task pane click on **Update all labels** button ONCE.
C. Select **Next: Preview your labels**.

STEP 8

A. Preview your labels.
B. Select **Next: Complete the merge**

STEP 9



Click on **Print or Edit individual labels** to complete the mail merge.