

How to....

Create mailing labels using Mail Merge with the Roster download

(for Microsoft Word 2000)

Step 1: Create the main document

1. Open Microsoft Word.
2. On the **Tools** menu, click **Mail Merge**.
3. Under **Main document**, click **Create**, and then click **Mailing Labels**.
4. Click **Active Window**.

Step 2: Open or create the data source

1. In the **Mail Merge Helper** dialog box, do the following:
 - Use data in an existing data source. Under **Data source**, click **Get Data**, and then click **Open Data Source**. Next to **Files of types**: select **All Files (*.*)**. Find and select the downloaded roster (.csv file) and then click **Open**.
 - When prompted to: **Choose the encoding to use for loading this file** click next to **Plain Text** and then click **OK**. Click **Setup Main Document**.

Step 3: Select the label type and insert merge fields

1. Select the type of printer and labels you want to use, and then click **OK**.
2. In the **Create Labels** dialog box, insert merge fields where you want to merge addresses from the data source. To insert a merge field, click **Insert Merge Field**, and then click the field name you want.
3. If you want to include POSTNET bar codes on mailing labels, click **Insert Postal Bar Code**. Specify the merge fields that contain the ZIP Code and street address, and click **OK**.
4. Click **OK**.

Step 4: Merge the data into the main document

1. If you want to specify the order in which data is merged, or to merge only part of the data, then click **Query Options**.
2. In the **Mail Merge Helper** dialog box, click **Merge** under **Merge the data with the document**.
3. If you want to check the data source for errors before you merge, click **Check Errors**. Choose an option, and then click **OK**.
4. Do one of the following:
 - Send the merged labels directly to a printer. Click **Printer** in the **Merge to** box, and then click **Merge**.
 - **New Document**, so you can review, edit, and print them later.