



PINNACLE LISTS

A division of West Coast Solutions, Inc.

PRINTING LABELS: MS WORD

In Microsoft Word:

1. Open a new document.
2. From the **Tools** menu, select **Mail Merge**.
3. Click on **Create**, then choose **Mailing Labels**.
4. In the pop-up menu, select **Active Window**.
5. Click on **Get Data**, then choose **Open Data Source**.
6. In the **Look In:** box go to either the Floppy (A:\) drive or the directory on your hard drive that you saved the file to.
7. In the **Files of Type:** box, select **All Files**. Locate your file and double click on it.
8. You may or may not get a window that says **Confirm Data Source**. If you receive this message select **Text Files (*.txt)**. Hit **OK**.
9. Word 2000 users: At the **File Conversion** window, select **Plain Text**, then click **OK**.
10. Choose the **Set Up Main Document** button.
11. Choose the address label type under **Product Number**, then click **OK**.
12. Click on **Insert Merge Field**, then click on **Contact Name**, press the **Enter** key.
13. Click on **Insert Merge Field**, then click on **Company**, press the **Enter** key.
14. Click on **Insert Merge Field**, then click on **Address**, press the **Enter** key.
15. Click on **Insert Merge Field**, then click on **City**, type a comma and a space.
16. Click on **Insert Merge Field**, then click on **State**, press the spacebar twice.
17. Click on **Insert Merge Field**, then click on **Zip**, then click **OK**.
18. If you're ready to print labels now, make sure the printer is loaded with blank labels. Otherwise, skip to step 24 to save your work.
19. Click the **Merge** button.
20. In the **Merge To:** box, select **Printer**.
21. If you're going to print all the labels now, make sure **All** is selected in the **Records To Be Merged:** box; otherwise, in the **From** and **To** boxes, enter the appropriate numbers (Example: if you're printing labels 20 to 200, in the From box enter 20, and the To box enter 200).
22. Click the **Merge** button.
23. In the Print dialog box, click on **OK**.
24. To save your work, click on **File** and select **Save**. Make sure you save the file to your hard drive (C:), give your file a name you will remember, and click **Save**.

Your labels have been printed!

On Time, On Target, Complete List Solutions!
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