<u>Make labeldata 63</u> Page 1

[Makes 63 1$^7/_{16}$" x 2$^3/_{16}$" Mailing labels – 3 pages of 21 each]

INSTRUCTIONS:

This document will create a mailing list Data Document —which you will rename as "mailinglabeldata", (no capitals/ no spaces), to use with the mailing label template called "Mailing Label Template".

1. To create the mailing label data document you must first eliminate these instructions and this paragraph, (don't worry; you'll have them back by not saving the changes when you close this document). So select this paragraph by moving the cursor to the left side bar and double click the mouse. Now delete the paragraph by pressing the backspace key.

2. You are now ready to start print-merging a data document. Once you select PRINT MERGE from the FILE Menu and click print ALL you will be prompted for the Name; Address; City/Province; and, Postal Code for the first 63 labels (63 labels = 3 pages of 1$^7/_{16}$" x 2$^3/_{16}$" labels). Add or delete by copying, cutting and pasting as necessary — remember that each set of record must have its own number.

3. When you've finished recording data the program will generate a FORM 1 document which you must then print to save the data. Once you've printed it, save it and name it "mailinglabeldata". Now close it and close this document (Make labeldata 63), <u>without saving the changes</u> (so the instructions will remain).

4. To print the labels open up the template "Mailing Label Template" and use the PRINT MERGE command to get it to use the data you have suppied in the document you called "mailinglabeldata".

0.   "Name", "Address", "City", P-code
1.   «SET Name1=?Name (surname first):»«SET Address1=?Address:»«SET City1=?City/Province:»«SET P-code1=?Postal code:»"«Name1»", "«Address1»", "«City1»", «P-code1»
2.   «SET Name2=?Name (surname first):»«SET Address2=?Address:»«SET City2=?City/Province:»«SET P-code2=?Postal code:»"«Name2»", "«Address2»", "«City2»", «P-code2»
2.   «SET Name3=?Name (surname first):»«SET Address3=?Address:»«SET City3=?City/Province:»«SET P-code3=?Postal code:»"«Name3»", "«Address3»", "«City3»", «P-code3»
4.   «SET Name4=?Name (surname first):»«SET Address4=?Address:»«SET City4=?City/Province:»«SET P-code4=?Postal code:»"«Name4»", "«Address4»", "«City4»", «P-code4»
5.   «SET Name5=?Name (surname first):»«SET Address5=?Address:»«SET City5=?City/Province:»«SET P-code5=?Postal code:»"«Name5»", "«Address5»", "«City5»", «P-code5»
6.   «SET Name6=?Name (surname first):»«SET Address6=?Address:»«SET City6=?City/Province:»«SET P-code6=?Postal code:»"«Name6»", "«Address6»", "«City6»", «P-code6»
7.   «SET Name7=?Name (surname first):»«SET Address7=?Address:»«SET City7=?City/Province:»«SET P-code7=?Postal code:»"«Name7»", "«Address7»", "«City7»", «P-code7»
8.   «SET Name8=?Name (surname first):»«SET Address8=?Address:»«SET City8=?City/Province:»«SET P-code8=?Postal code:»"«Name8»", "«Address8»", "«City8»", «P-code8»

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9. «SET Name9=?Name (surname first):»«SET Address9=?Address:»«SET City9=?City/Province:»«SET P-code9=?Postal code:»"«Name9»", "«Address9»", "«City9»", «P-code9»

10. «SET Name10=?Name (surname first):»«SET Address10=?Address:»«SET City10=?City/Province:»«SET P-code10=?Postal code:»"«Name10»", "«Address10»", "«City10»", «P-code10»

11. «SET Name11=?Name (surname first):»«SET Address11=?Address:»«SET City11=?City/Province:»«SET P-code11=?Postal code:»"«Name11»", "«Address11»", "«City11»", «P-code11»

12. «SET Name12=?Name (surname first):»«SET Address12=?Address:»«SET City12=?City/Province:»«SET P-code12=?Postal code:»"«Name12»", "«Address12»", "«City12»", «P-code12»

13. «SET Name13=?Name (surname first):»«SET Address13=?Address:»«SET City13=?City/Province:»«SET P-code13=?Postal code:»"«Name13»", "«Address13»", "«City13»", «P-code13»

14. «SET Name14=?Name (surname first):»«SET Address14=?Address:»«SET City14=?City/Province:»«SET P-code14=?Postal code:»"«Name14»", "«Address14»", "«City14»", «P-code14»

15. «SET Name15=?Name (surname first):»«SET Address15=?Address:»«SET City15=?City/Province:»«SET P-code15=?Postal code:»"«Name15»", "«Address15»", "«City15»", «P-code15»

16. «SET Name16=?Name (surname first):»«SET Address16=?Address:»«SET City16=?City/Province:»«SET P-code16=?Postal code:»"«Name16»", "«Address16»", "«City16»", «P-code16»

17. «SET Name17=?Name (surname first):»«SET Address17=?Address:»«SET City17=?City/Province:»«SET P-code17=?Postal code:»"«Name17»", "«Address17»", "«City17»", «P-code17»

18. «SET Name18=?Name (surname first):»«SET Address18=?Address:»«SET City18=?City/Province:»«SET P-code18=?Postal code:»"«Name18»", "«Address18»", "«City18»", «P-code18»

19. «SET Name19=?Name (surname first):»«SET Address19=?Address:»«SET City19=?City/Province:»«SET P-code19=?Postal code:»"«Name19»", "«Address19»", "«City19»", «P-code19»

20. «SET Name20=?Name (surname first):»«SET Address20=?Address:»«SET City20=?City/Province:»«SET P-code20=?Postal code:»"«Name20»", "«Address20»", "«City20»", «P-code20»

21. «SET Name21=?Name (surname first):»«SET Address21=?Address:»«SET City21=?City/Province:»«SET P-code21=?Postal code:»"«Name21»", "«Address21»", "«City21»", «P-code21»

22. «SET Name22=?Name (surname first):»«SET Address22=?Address:»«SET City22=?City/Province:»«SET P-code22=?Postal code:»"«Name22»", "«Address22»", "«City22»", «P-code22»

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23. «SET Name23=?Name (surname first):»«SET Address23=?Address:»«SET City23=?City/Province:»«SET P-code23=?Postal code:»"«Name23»", "«Address23»", "«City23»", «P-code23»

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24. «SET Name24=?Name (surname first):»«SET Address24=?Address:»«SET City24=?City/Province:»«SET P-code24=?Postal code:»"«Name24»", "«Address24»", "«City24»", «P-code24»

25. «SET Name25=?Name (surname first):»«SET Address25=?Address:»«SET City25=?City/Province:»«SET P-code25=?Postal code:»"«Name25»", "«Address25»", "«City25»", «P-code25»

26. «SET Name26=?Name (surname first):»«SET Address26=?Address:»«SET City26=?City/Province:»«SET P-code26=?Postal code:»"«Name26»", "«Address26»", "«City26»", «P-code26»

27. «SET Name27=?Name (surname first):»«SET Address27=?Address:»«SET City27=?City/Province:»«SET P-code27=?Postal code:»"«Name27»", "«Address27»", "«City27»", «P-code27»

28. «SET Name28=?Name (surname first):»«SET Address28=?Address:»«SET City28=?City/Province:»«SET P-code28=?Postal code:»"«Name28»", "«Address28»", "«City28»", «P-code28»

29. «SET Name29=?Name (surname first):»«SET Address29=?Address:»«SET City29=?City/Province:»«SET P-code29=?Postal code:»"«Name29»", "«Address29»", "«City29»", «P-code29»

30. «SET Name30=?Name (surname first):»«SET Address30=?Address:»«SET City30=?City/Province:»«SET P-code30=?Postal code:»"«Name30»", "«Address30»", "«City30»", «P-code30»

31. «SET Name31=?Name (surname first):»«SET Address31=?Address:»«SET City31=?City/Province:»«SET P-code31=?Postal code:»"«Name31»", "«Address31»", "«City31»", «P-code31»

32. «SET Name32=?Name (surname first):»«SET Address32=?Address:»«SET City32=?City/Province:»«SET P-code32=?Postal code:»"«Name32»", "«Address32»", "«City32»", «P-code32»

33. «SET Name33=?Name (surname first):»«SET Address33=?Address:»«SET City33=?City/Province:»«SET P-code33=?Postal code:»"«Name33»", "«Address33»", "«City33»", «P-code33»

34. «SET Name34=?Name (surname first):»«SET Address34=?Address:»«SET City34=?City/Province:»«SET P-code34=?Postal code:»"«Name34»", "«Address34»", "«City34»", «P-code34»

35. «SET Name35=?Name (surname first):»«SET Address35=?Address:»«SET City35=?City/Province:»«SET P-code35=?Postal code:»"«Name35»", "«Address35»", "«City35»", «P-code35»

36. «SET Name36=?Name (surname first):»«SET Address36=?Address:»«SET City36=?City/Province:»«SET P-code36=?Postal code:»"«Name36»", "«Address36»", "«City36»", «P-code36»

37. «SET Name37=?Name (surname first):»«SET Address37=?Address:»«SET City37=?City/Province:»«SET P-code37=?Postal code:»"«Name37»", "«Address37»", "«City37»", «P-code37»

38. «SET Name38=?Name (surname first):»«SET Address38=?Address:»«SET

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City38=?City/Province:»«SET P-code38=?Postal code:»"«Name38»", "«Address38»", "«City38»", «P-code38»

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39. «SET Name39=?Name (surname first):»«SET Address39=?Address:»«SET City39=?City/Province:»«SET P-code39=?Postal code:»"«Name39»", "«Address39»", "«City39»", «P-code39»

40. «SET Name40=?Name (surname first):»«SET Address40=?Address:»«SET City40=?City/Province:»«SET P-code40=?Postal code:»"«Name40»", "«Address40»", "«City40»", «P-code40»

41. «SET Name41=?Name (surname first):»«SET Address41=?Address:»«SET City41=?City/Province:»«SET P-code41=?Postal code:»"«Name41»", "«Address41»", "«City41»", «P-code41»

42. «SET Name42=?Name (surname first):»«SET Address42=?Address:»«SET City42=?City/Province:»«SET P-code42=?Postal code:»"«Name42»", "«Address42»", "«City42»", «P-code42»

43. «SET Name43=?Name (surname first):»«SET Address43=?Address:»«SET City43=?City/Province:»«SET P-code43=?Postal code:»"«Name43»", "«Address43»", "«City43»", «P-code43»

44. «SET Name44=?Name (surname first):»«SET Address44=?Address:»«SET City44=?City/Province:»«SET P-code44=?Postal code:»"«Name44»", "«Address44»", "«City44»", «P-code44»

45. «SET Name45=?Name (surname first):»«SET Address45=?Address:»«SET City45=?City/Province:»«SET P-code45=?Postal code:»"«Name45»", "«Address45»", "«City45»", «P-code45»

46. «SET Name46=?Name (surname first):»«SET Address46=?Address:»«SET City46=?City/Province:»«SET P-code46=?Postal code:»"«Name46»", "«Address46»", "«City46»", «P-code46»

47. «SET Name47=?Name (surname first):»«SET Address47=?Address:»«SET City47=?City/Province:»«SET P-code47=?Postal code:»"«Name47»", "«Address47»", "«City47»", «P-code47»

48. «SET Name48=?Name (surname first):»«SET Address48=?Address:»«SET City48=?City/Province:»«SET P-code48=?Postal code:»"«Name48»", "«Address48»", "«City48»", «P-code48»

49. «SET Name49=?Name (surname first):»«SET Address49=?Address:»«SET City49=?City/Province:»«SET P-code49=?Postal code:»"«Name49»", "«Address49»", "«City49»", «P-code49»

50. «SET Name50=?Name (surname first):»«SET Address50=?Address:»«SET City50=?City/Province:»«SET P-code50=?Postal code:»"«Name50»", "«Address50»", "«City50»", «P-code50»

51. «SET Name51=?Name (surname first):»«SET Address51=?Address:»«SET City51=?City/Province:»«SET P-code51=?Postal code:»"«Name51»", "«Address51»", "«City51»", «P-code51»

52. «SET Name52=?Name (surname first):»«SET Address52=?Address:»«SET City52=?City/Province:»«SET P-code52=?Postal code:»"«Name52»", "«Address52»", "«City52»", «P-code52»

53. «SET Name53=?Name (surname first):»«SET Address53=?Address:»«SET

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City53=?City/Province:»«SET P-code53=?Postal code:»"«Name53»", "«Address53»", "«City53»", «P-code53»

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54.   «SET Name54=?Name (surname first):»«SET Address54=?Address:»«SET City54=?City/Province:»«SET P-code54=?Postal code:»"«Name54»", "«Address54»", "«City54»", «P-code54»

55.   «SET Name55=?Name (surname first):»«SET Address55=?Address:»«SET City55=?City/Province:»«SET P-code55=?Postal code:»"«Name55»", "«Address55»", "«City55»", «P-code55»

56.   «SET Name56=?Name (surname first):»«SET Address56=?Address:»«SET City56=?City/Province:»«SET P-code56=?Postal code:»"«Name56»", "«Address56»", "«City56»", «P-code56»

57.   «SET Name57=?Name (surname first):»«SET Address57=?Address:»«SET City57=?City/Province:»«SET P-code57=?Postal code:»"«Name57»", "«Address57»", "«City57»", «P-code57»

58.   «SET Name58=?Name (surname first):»«SET Address58=?Address:»«SET City58=?City/Province:»«SET P-code58=?Postal code:»"«Name58»", "«Address58»", "«City58»", «P-code58»

59.   «SET Name59=?Name (surname first):»«SET Address59=?Address:»«SET City59=?City/Province:»«SET P-code59=?Postal code:»"«Name59»", "«Address59»", "«City59»", «P-code59»

60.   «SET Name60=?Name (surname first):»«SET Address60=?Address:»«SET City60=?City/Province:»«SET P-code60=?Postal code:»"«Name60»", "«Address60»", "«City60»", «P-code60»

61.   «SET Name61=?Name (surname first):»«SET Address61=?Address:»«SET City61=?City/Province:»«SET P-code61=?Postal code:»"«Name61»", "«Address61»", "«City61»", «P-code61»

62.   «SET Name62=?Name (surname first):»«SET Address62=?Address:»«SET City62=?City/Province:»«SET P-code62=?Postal code:»"«Name62»", "«Address62»", "«City62»", «P-code62»

63.   «SET Name63=?Name (surname first):»«SET Address63=?Address:»«SET City63=?City/Province:»«SET P-code63=?Postal code:»"«Name63»", "«Address63»", "«City63»", «P-code63»

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