

READ ME FIRST

[Overview of Mailing label templates]

Need mailing labels but having problems with WORD 3.x's tricky PRINT MERGE Command? This package contains the tools you need to make mailing labels quickly and easily . By using the "Make labeldata" templates supplied you will be able to type in the mailing addresses without fear of syntax or punctuation mistakes ruining your Merge. A quick, foolproof job.

The procedure is as follows:

1. Use one of the "Make labeldata" documents (21 for 1 page; 42 for 2 pages; and, 63 for three pages of 1⁷/₁₆" x 2³/₁₆" mailing labels), to type in the addresses you wish to have on your list. This is done by opening the "Make labeldata" document and, (after eliminating the Instructions paragraph as detailed in the document), choosing PRINT MERGE from the FILE Menu. WORD 3 will then prompt you, in sequence – one record at a time – for the Name, Address, City/Province*, and Postal Code‡. As each dialogue box comes up you just type in the information and hit RETURN, (or click OKAY). Names, Addresses and City lines may have commas or periods in them because the necessary quote marks are already embedded in the template – no more interruptions from those nasty "Data Record Too Long" warnings!

Use the 21, 42 or 63 size depending on how many labels you have. If you have less than 21, 42 or 63 records to type in just hit the Return key for the empty dialogue prompts.

When all the records are supplied, WORD 3 will throw up the standard Apple print dialogue box. Print one copy and WORD will create a document called "FORM 1". You must print this document so that the changes (the addresses you typed in will be Saved). When you have printed the FORM document, CLOSE it and SAVE the changes. At this time you will rename it as "mailinglabeldata". [N.B. You must not use capitals or spaces in the name – i.e. type in one word in all lower case letters].

You may now close the "Make labeldata" template. This time do not save the changes so that the instructions you previously deleted will remain.

2. You are now ready to Print out your labels. OPEN the document called "Mailing Label Template" and choose PRINT MERGE from the FILE Menu. WORD 3 will now merge the template with the data document you made in step one to create a new FORM 1 document which will automatically produce 1, 2 or 3 sheets of 1⁷/₁₆" x 2³/₁₆" mailing labels. Make sure you are using the kind of labels that will not stick to the insides of your Laserwriter. [AVERY labels #5160 - #5165 are okay; use the proper size – in this case 1⁷/₁₆" x 2³/₁₆"].

If you want to save your new mailing label list after printing then save the changes to the new FORM 1 document when you close it and give it an appropriate name. (Next time you open it you can print it using the PRINT Command rather than PRINT MERGE).

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- * American users can substitute STATE for PROVINCE
- ‡ American users can substitute ZIP CODE for POSTAL CODE (P. CODE).

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