
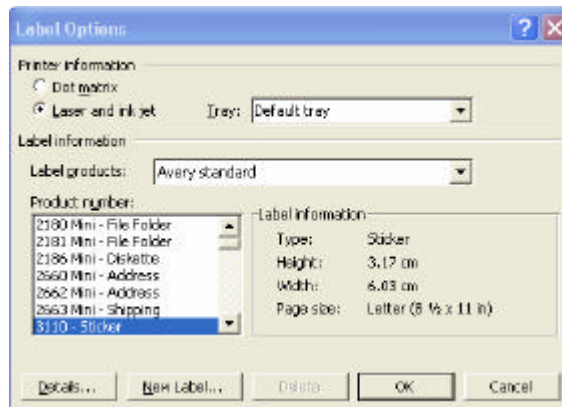



Mail Merge in windows XP


1. Open up word
2. Right hand click in the grey area at the top and select the mail merge option
3. This tool bar should now be visible



4. Click on the first button  to select the type of document you want (labels)
5. Then choose the type of labels that you are using (should say on the actual labels)





6. Then click on the second button  and find the Excel spreadsheet that has the data on that you want to merge (eg children's names)

7. Leave the cursor flashing in the first label box and then click on 

8. This box will then appear, it will list the field names that are on your spreadsheet.

9. Click on the fields you want and insert them, then close.

10. Click on the  button to see the first record and then click on  the to see all the labels filled.

