

## Creating Mail Merge Address Labels in PRS Using Word 2003 (XP)

1. Select **Tools/Document Manager**.
2. Select **New Document**.
3. At the **Document Mail Merge** dialog box select **Tagged Personnel**, or if you haven't tagged anyone select the first name from the list.
4. Save and name the document.
5. When Word Mail Merge opens drop down the **Tools** menu and select **Letters and Mailing** then select **Mail Merge**. This opens the **Mail Merge Wizard** on the right hand side of the screen.
6. If "**Step 3 of 6**" is displayed at the bottom right of your screen, click the previous arrow until you are at **Step 1 of 6**.
7. Choose **Labels** from the **Select Document Type** menu and press **Next**.
8. **Step 2 of 6:** Choose **labels option** from the **Change document layout** menu and enter the both the **Label Product** e.g. Avery A4 and A5 Sizes and the **Product number** e.g. L7162. (This information will be on your labels packaging). Select **OK** and press **Next**.
9. **Step 3 of 6:** Choose **Use an existing list** option and go to the Mail Merge toolbar above your blank document and click on the **Insert Merge Fields** icon. (This is to the left of the **Insert Word Field** icon) The list in the box is your PRS data. Select what you wish to see on your Labels e.g. First Name, Last Name, Company Name, Postal address) press **Next**.
10. **Step 4 of 6:** Press the **Update all Labels** button. Press **Next**  
**Tip:** (click the **ABC** icon on the Mail Merge Toolbar if you wish to see the names and addresses).
11. **Step 5 of 6:** Select **Next**.
12. **Step 6 of 6:** Go to the Mail Merge Toolbar and select the **Merge to Printer** icon to print. (You don't print mail merge documents using the normal File|Print menu command).
13. Close and save the document. Your Labels are now saved in the PRS under **Tools|Document Manager**.

## Creating Mail Merge Address Labels in PRS Using Word 2007/2010

1. Select **Tools/Document Manager**
2. Select **New Document**
3. At the **Document Mail Merge** dialog box select **Tagged Personnel**, or if you haven't tagged anyone select the first name from the list.
4. Save and name the document.
5. When Word Mail Merge opens press the **Start Mail Merge** icon and select the **Step by Step Mail Merge Wizard**.
6. If "**Step 3 of 6**" is displayed at the bottom right of your screen, click the previous arrow until you are at **Step 1 of 6**.
7. Choose **Labels** from the **Select Document Type** menu: and press **Next**.
8. **Step 2 of 6:** Choose **labels option** from the **Change document layout** menu ... and enter the both the **Label Product** e.g. Avery A4 and A5 Sizes and the **Product number** e.g. L7162. (This information will be on your labels packaging). Select **OK** and press **Next**.
9. **Step 3 of 6:** Choose **Use an existing list** option and go to the Mail Merge toolbar above your blank document and click on the **Insert Merge Fields** icon. The list in the box is your PRS data. Select what you wish to see on your Labels e.g. First Name, Last Name, Company Name, Postal address) press **Next**.
10. **Step 4 of 6:** Press the **Update all Labels** button. press **Next**  
**Tip:** (click the **Preview Results** icon on the Mail Merge Toolbar if you wish to see the names and addresses).
11. **Step 5 of 6:** Select **Next**.
12. Wizard **Step 6 of 6:** At the Mail Merge Toolbar select the **Finish and Merge** icon and press **Print** to print your labels. Close and save the document. Your Labels are now saved in the PRS under **Tools|Document Manager**.

## Printing Mail Merge Address Labels

1. Once your labels have been setup you can use them with any tagset.
2. Tag the relevant personnel records and select **Tools/Document Manager**.
3. Select your saved Labels document.
4. Select Tagged Personnel.
5. When the Mail merge document your label addresses will appear  
**Tip:** Click the **ABC** icon on the Mail Merge Toolbar if you wish to see the specific names and addresses.
6. Word 2003 users: Press the **Merge To Printer** icon on your Mail Merge toolbar and press OK
7. Word 2007/2010 users: Press the **Finish and Merge** icon on your Mail Merge toolbar and select **Print Documents**.