<u>Make labeldata 21</u> Page 1

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

INSTRUCTIONS:

This document will create a mailing list Data Document —which you will rename as "mailinglabeldata", (no capital letters/ 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, after you've read all these instructions, 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 21 labels (21 labels = 1 page of 1$^7/_{16}$" x 2$^3/_{16}$" labels). Add or delete records 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 <u>this</u> document (Make labeldata 21), <u>without saving the changes</u> (so that 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

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Thunder Enlightening Press:

P.O. Box 332, 905 Corydon Ave.
Winnipeg, MB, Canada   R3M 3V3
Telephone: (204) 453-7872

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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»

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