

## How to Make Mailing Labels!

The instructions for both Work Mailing Labels and Home Mailing Labels are exactly the same—simply substitute the word *Home* whenever you see the word *Work* in the following instructions to generate *Home Labels*. If you follow the procedures below in precise fashion, you will end up with laser mailing labels of selected addresses. The Country field will *not* be printed. This template will *not* work with regular mailing labels—you *must* use laser printer mailing labels that contain 30 full labels per page (Avery product #5160 or equivalent).

- Make a copy of your *Phone Book* stack, open it, and then sort it in descending text order by the *Work Address #1* field.
- Find the first card that does not include a *Work Address #1* entry by clicking on the *Find* button with the option key down to go to a specific card number or by clicking on the *Next* and *Previous Card* buttons (with the option key to move 10 or 25 cards at a time).
- Delete the remaining cards in the stack by holding down the option key while clicking on the *Delete Card* button and then entering a large enough number to delete the remaining cards in the stack.
- Delete any other cards for which you do *not* want to create mailing labels.
- Sort the stack any way you wish the mailing labels to be sorted (usually sorted first by last name, then by zip code, which will put labels in zip code order, followed by last name).
- Press the *Export* button and select the *Work Labels* from the pop-up menu.
- Once the export process is completed, quit HyperCard and open Microsoft Word.

- Open the exported file named *WorkText*.
- Select the whole document by moving the mouse to the far left margin of the page (so that the pointer points up and to the right), holding down the command key and clicking.
- Select *Insert Table* from the *Document* menu.
- Click on the resulting *OK* button or hit the *Return* or *Enter* keys to accept default spacing.
- Save your document with the same name, *WorkText* (you can leave it open or you close it).
- Open the Word file named *Work Labels*.
- Select *Print Merge* from the *File* menu.
- Click on the *New Document* button and wait until Word finishes making the new document (it's usually a **long** time).
- Check your new merged document to make sure that the names are not so long as to force an unwanted line return in a label, which would push all subsequent labels in the column too far down. If the entry is too long, abbreviate it so that the line wraps are consistent with the mailing label patterns.
- *Save* your document if you have enough disk space, make sure that *Larger Print Area* is checked in the optional portion of the *Page Setup...* dialog box, and then *Print!*