

North Carolina Local Government Debt Setoff Clearinghouse  
Instructions for Creating Labels with a Mail Merge Using Microsoft Word  
2003 and DebtSetoff version 2005.02 or later

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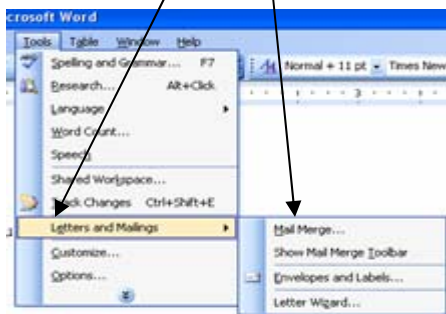
## Microsoft Word

Prerequisites:

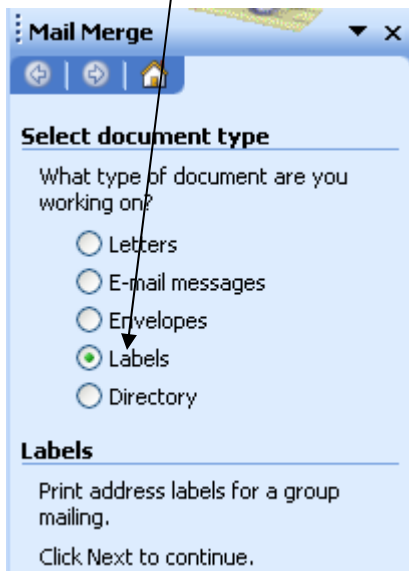
1. Create the letters first and print them

Process:

1. Select **T**ools
  - a. Select **L**etters and Mailings
  - b. Select **M**ail Merge

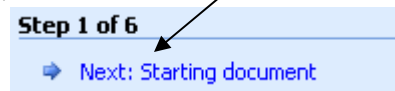


2. Choose **L**abels for Select document Type

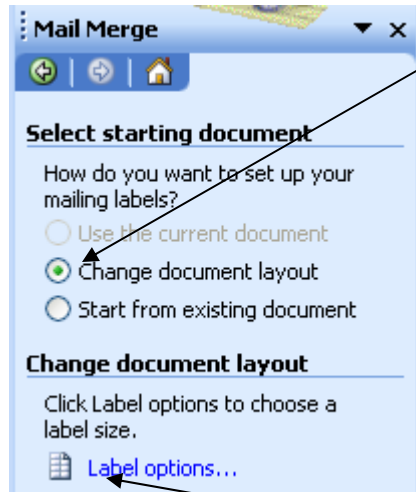


3. **Step 1 of 6** – Click [Next: Starting document](#)

a.

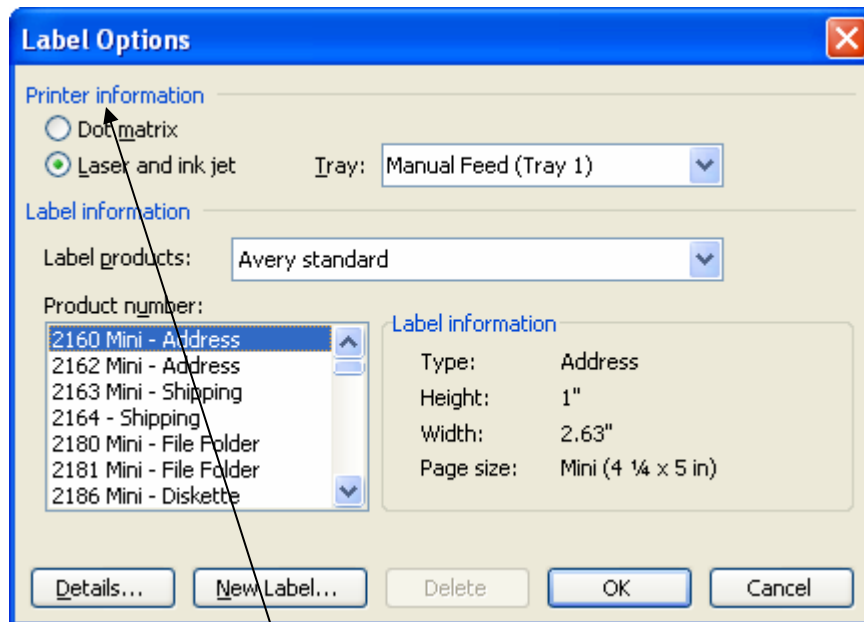


b. For Select starting document choose **Change document layout**



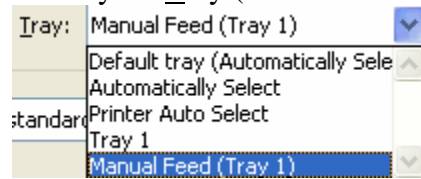
c. For Change document layout choose [Label options](#)

d. The Label Options appear:

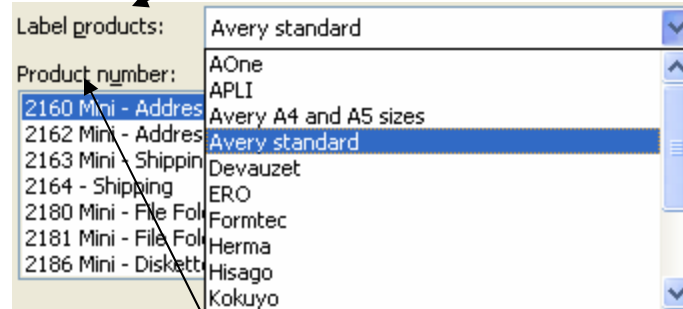


i. For [Printer information](#) select your printer type

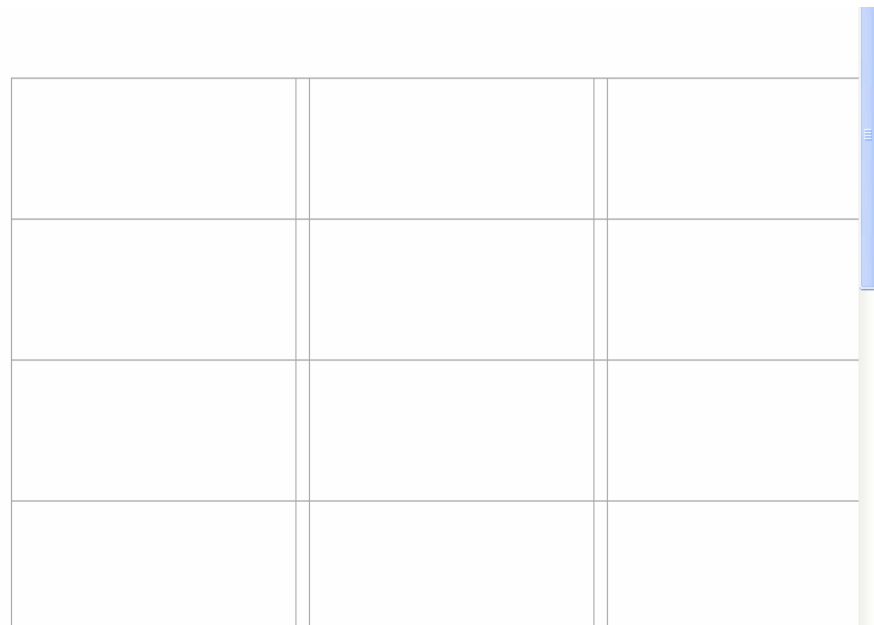
- ii. Select your Tray (defaults to the Manual Feed (Tray 1))



- iii. For **Label information** if not using the Avery standard click the down arrow for **Label** products and select your label type

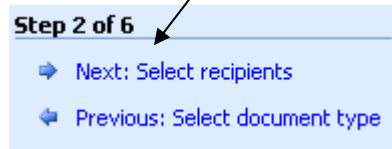


- iv. Select your Label Product number by scrolling until you match the label product number from your box of labels
- v. Click  and the image of a blank label page appears:

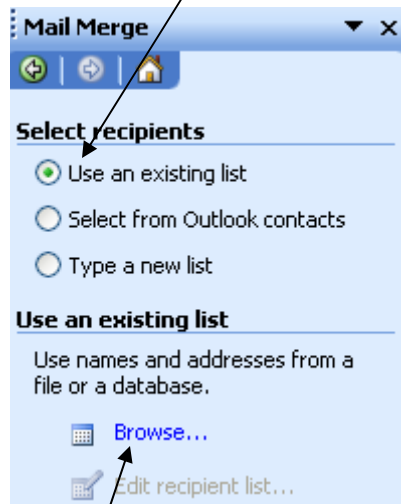


4. **Step 2 of 6** – Click **Next: Select recipients**

a.

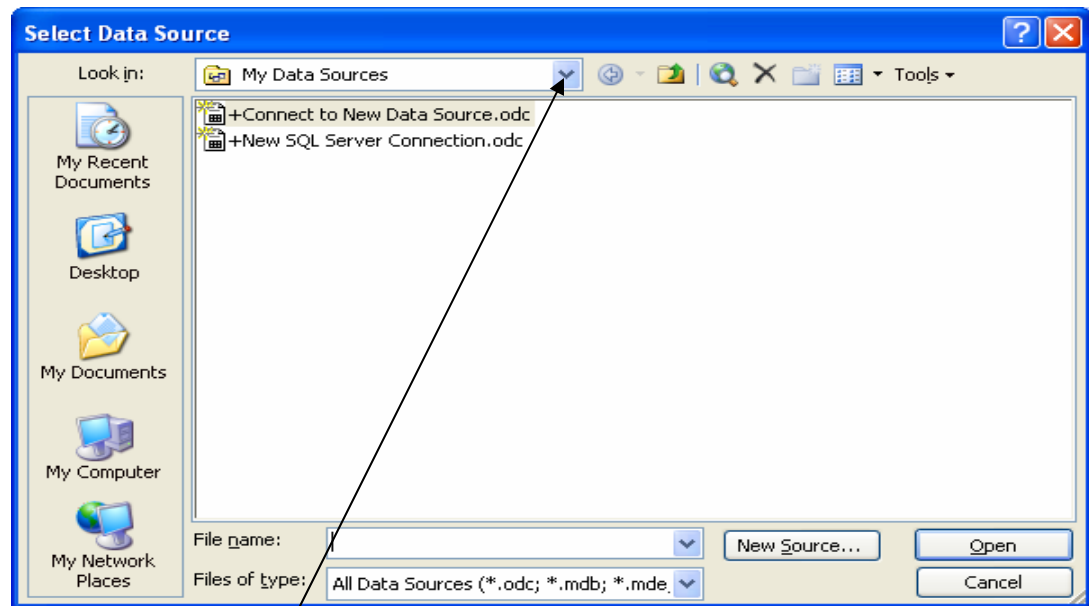


b. Select **Use an existing list** for Select recipients

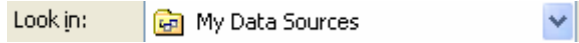


c. Click **Browse...**

d. A **Select Data Source** dialog box appears:



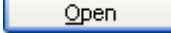
e. Click the down arrow to the right of **Look in My Data Sources**

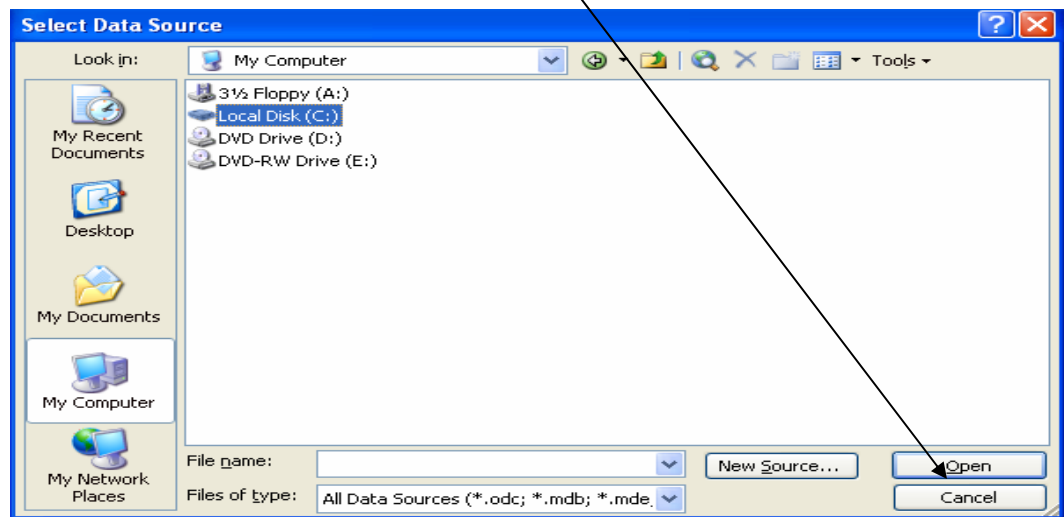


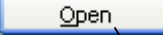
*Note: The following instructions assume you created the Merge.txt file in the C:\Program Files\DebtSetoff folder. If you created it on a different drive and or folder then select the specific drive and folder. Use the folder from Step 9 of the DebtSetoff instructions*

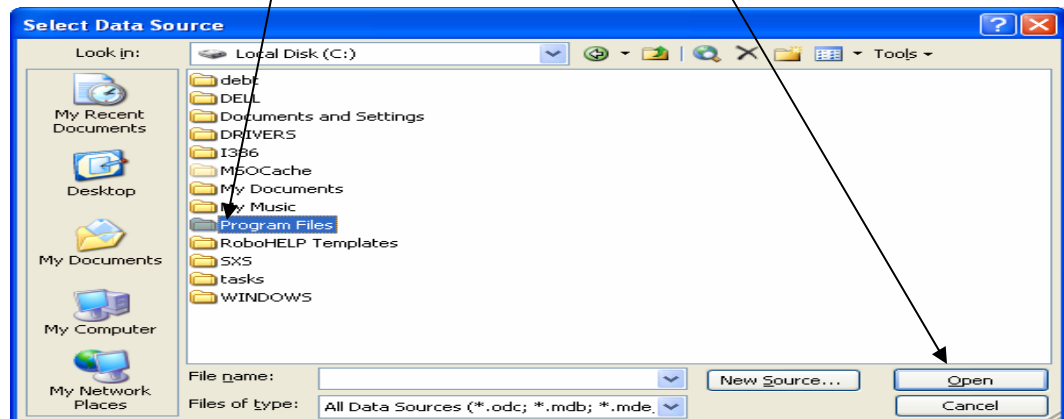
**f. Select My Computer**



**g. Select Local Disk (C:) and select** 

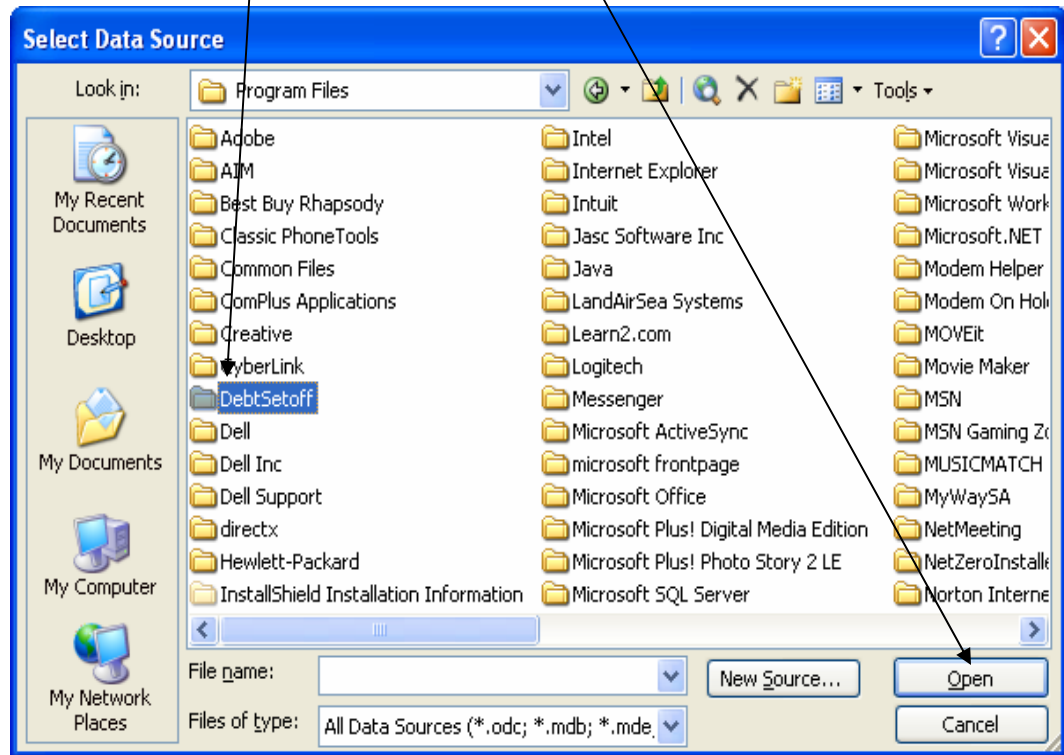


**h. Select the Program Files folder and select** 



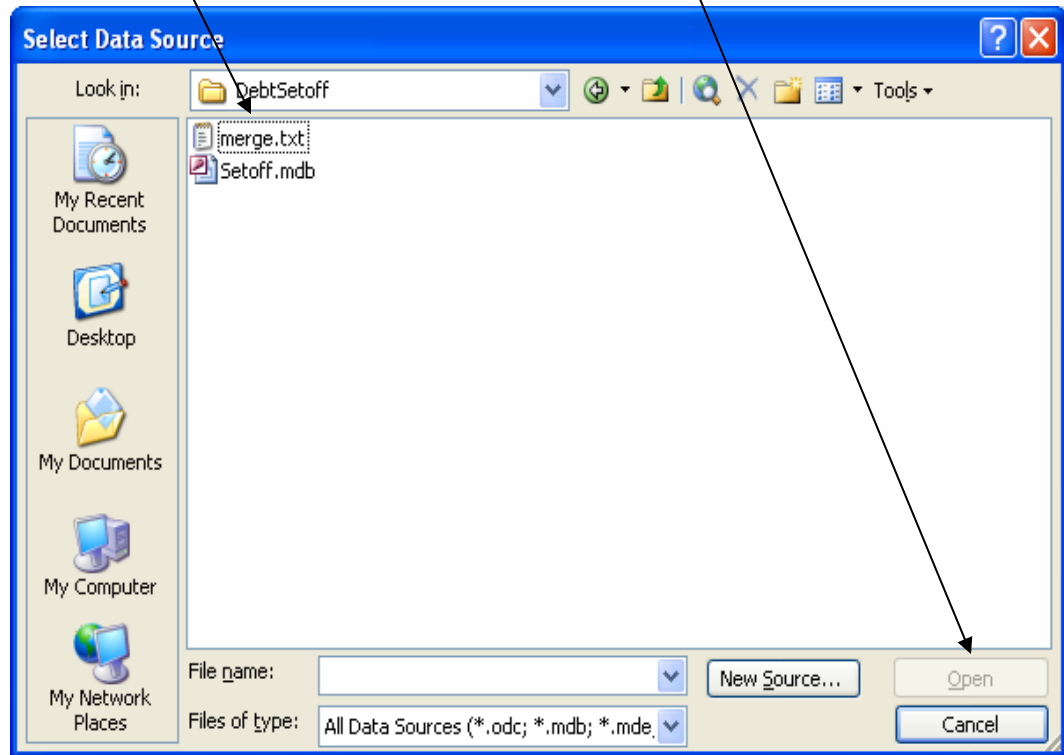
i. Select the **DebtSetoff** folder and select

**Open**

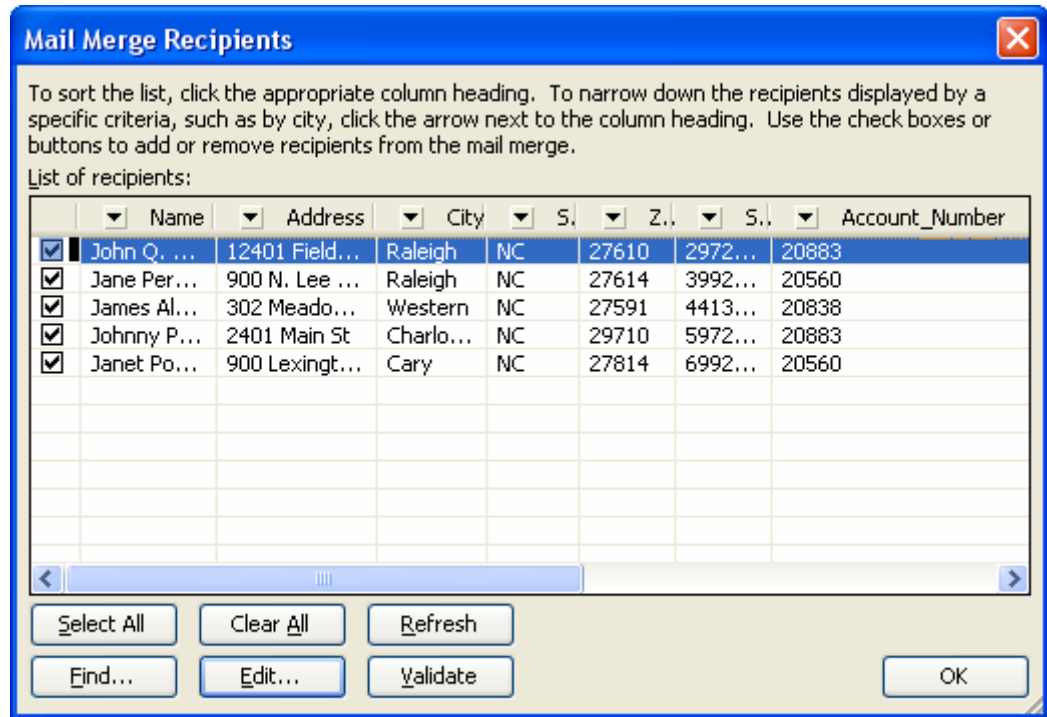


j. The file **Merge.txt** appears, select it and select

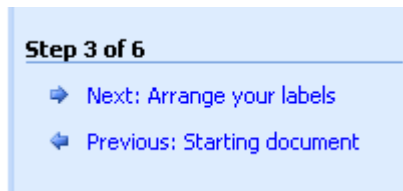
**Open**



k. The **Merge.txt** actual data appears:



5. **Step 3 of 6** – Click [Next: Arrange your labels](#)



a.

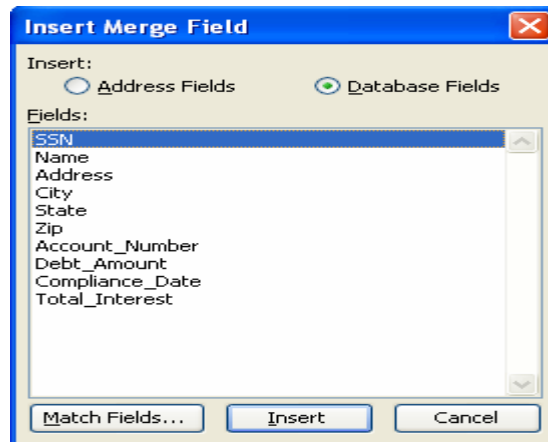
b. Click the area of the label where the Name needs to be inserted:

	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»

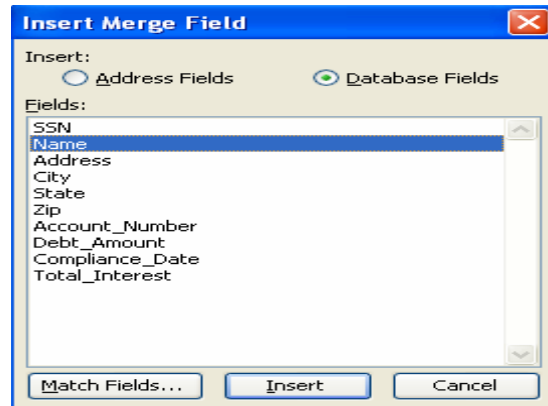
- c. Select **More items...**



- d. The actual data field names appear, SSN is highlighted since it is the first in the list:

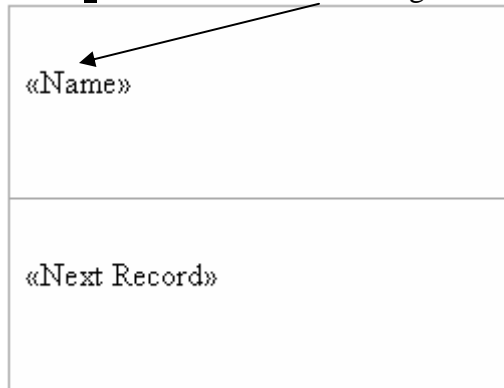


- e. Click the **Name** field



- f. Click **I**nsert and the Name merge code appears in the letter location:

«Name»
«Next Record»



- g. Click **C**lose

- h. Press ENTER to advance to the line below <<Name>> and click [More items...](#) then click **A**ddress and click **I**nsert to put the merge code in the appropriate location:

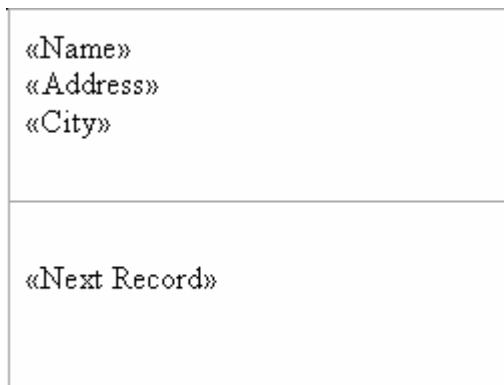
«Name» «Address»
«Next Record»



- i. Click **C**lose

- j. Press ENTER to advance to the line below <<Address>> and click [More items...](#) then click **C**ity and click **I**nsert to put the City merge code in the appropriate location:

«Name» «Address» «City»
«Next Record»



**k. Click Close**

**l.** Press the spacebar once or twice to put space after the <<City >> and click [More items...](#) then click **State** and click **I**nsert to put the State merge code in the appropriate location:

«Name» «Address» «City» «State»
«Next Record»

**m. Click Close**

**n.** Press the spacebar once or twice to put space after the <<State >> and click [More items...](#) then click **Zip** and click **I**nsert to put the Zip Code merge code in the appropriate location:

«Name» «Address» «City» «State» «Zip»
«Next Record»

**o.** Click **I**nsert and the merge code appears in the letter location

**p. Click Close**

6. Since you will be merging more than one debtor and desire to use the same label format for each debtor select the Replicate Labels option, Update all labels:



- a. Once this is selected it replicates to all labels:

«Name» «Address» «City» «State» «Zip»	«Next Record»«Name» «Address» «City» «State» «Zip»	«Next Record»«Name» «Address» «City» «State» «Zip»
«Next Record»«Name» «Address» «City» «State» «Zip»	«Next Record»«Name» «Address» «City» «State» «Zip»	«Next Record»«Name» «Address» «City» «State» «Zip»
«Next Record»«Name» «Address» «City» «State» «Zip»	«Next Record»«Name» «Address» «City» «State» «Zip»	«Next Record»«Name» «Address» «City» «State» «Zip»
«Next Record»«Name» «Address» «City» «State» «Zip»	«Next Record»«Name» «Address» «City» «State» «Zip»	«Next Record»«Name» «Address» «City» «State» «Zip»

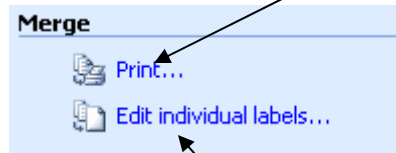
7. **Step 4 of 6** – Click [Next: Preview your labels](#)

- a. The data from the merge file now appears in the labels:

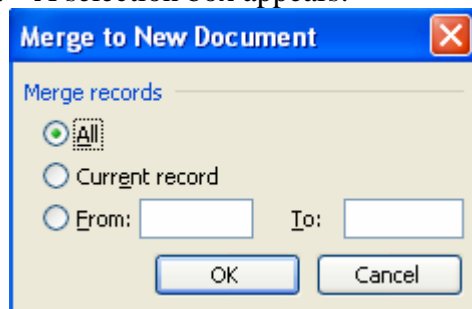
Jane J. Person 300 Meadow Lake Lane Western NC 27591	John Q. Public 2401 Main St Raleigh NC 27610	Walter W. Williams 90 Oak Street Raleigh NC 27610
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8. **Step 5 of 6** – Click [Next: Complete the merge](#)

- a. To print them all select, Print


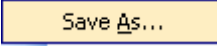


- b. To print them all, select **All** and click **OK**
- c. To print just the one appearing on the screen, select **Current record** and click **OK**
- d. Or to print a range, enter the starting Page Number in **From:** and the Ending Page in the **To:** and click **OK**
- e. To edit each label individually select [Edit individual labels...](#)
- f. A selection box appears:



- g. To go through each label, select **All** and click **OK**
- h. Scroll through and make any edits if necessary
- i. The process is now complete

9. **Step 6 of 6**

- j. At this time it is good to save the entire merged labels in the event there is a need to review or even print one or more sheets
- k. Click 
- l. Click 
- m. Enter an appropriate file name, such as one of the following:
- **Notice Labels Oct 4, 2005**
  - **Notification Labels for 2005 – 1<sup>st</sup> group**
  - **Notification Labels – 2002 Tax Bills**
- n. Click 