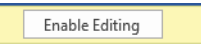
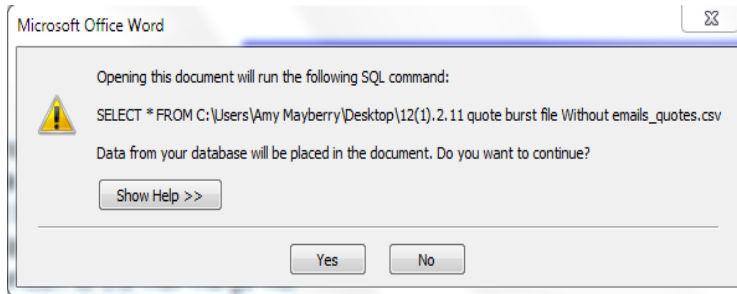


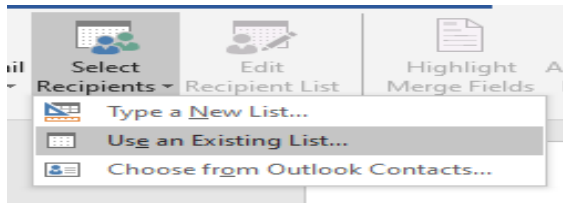
Mail Merge Job Aid with Barcodes

You will need to Download and Save your output file to the computer before starting this process

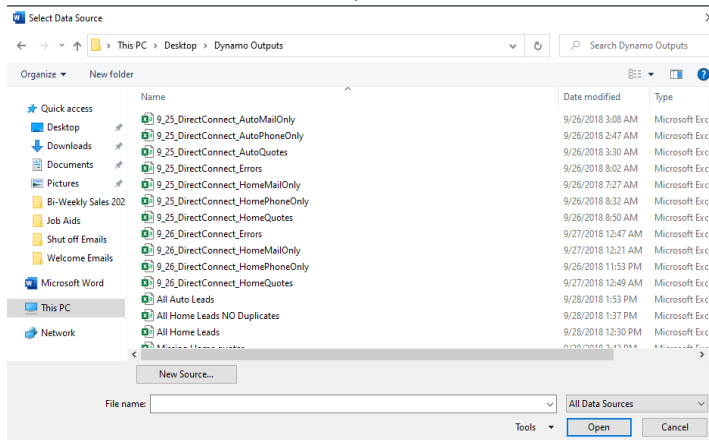
1. Select and open the Template
2. Click  at the top. (doesn't show on all templates)
3. If you get this message click No



4. Click  at the top.
5. Click Select Recipients and Use an existing List.



6. Select the Outfile and Click Open.

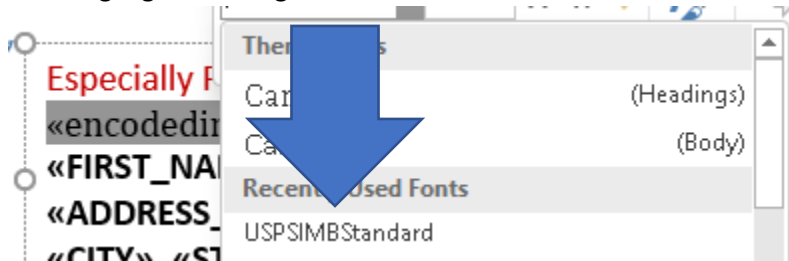


7. Click 

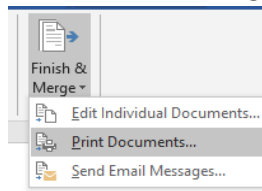
8. Highlight <<encodedimbn>> on template above First and Last name

<<encodedimbn>>
<<FIRST_NAME>> <<LAST_NAME>>
<<ADDRESS_ADDRESS_2>>
<<CITY>>, <<STATE>> <<ZIP>>-<<M__ZipPlus4>>

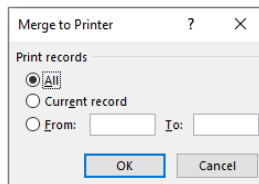
9. Once highlighted change Font to "USPSIMBStandard"



10. Click Finish and Merge then Print Document



11. Select Number of Records to Print and click OK



12. Select Printer and Click OK

