



## 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 Mailings at the top.
- 5. Click Select Recipients and Use an existing List.

ii I	Select		Edit	Highlight	[ Ac	
*	Recip	vients 👻	Recipient List	Merge Fields	E	
	Type a <u>N</u> ew List					
		Us <u>e</u> an Existing List				
	8=	Choose from Outlook Contacts				

6. Select the Outfile and Click Open.



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

«encodedimbno» «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

	<b>&gt;</b>	
Finisł Merg	i&. e *	
l l	Edit Individual Documents	
	Print Documents	
₽ <mark>~</mark>	Send Email Messages	

11. Select Number of Records to Print and click OK



## 12. Select Printer and Click OK

Print Printer		? ×
<u>N</u> ame:	Microsoft Print to PDF	✓ <u>P</u> roperties
Status: Type: Where: Comment:	ldle Microsoft Print To PDF PORTPROMPT:	Fing Printer Print to file Manual dupleg
Page range <u>All</u> Curren Pages: Type p rangess from tt sectior p1s1, p	t page Selection age numbers and/or page separated by commas counting te start of the document or the For example, type 1, 3, 5–12 or 132, p133–p833	Copies Number of <u>copies</u> : 1 Collate
Print what:	Document	Zoom
P <u>r</u> int:	All pages in range	✓ Pages per sheet: 1 page ✓
		Scale to paper size: No Scaling 🗸
Options		OK Cancel