

## How to print labels for your MAILERS Online files.

### 1. Download your presorted file.

#### Presort Summary Report

Job Name: Sat - Start Date: 6/29/2017 11:13:49 AM - End Date: 6/29/2017 11:14:15 AM - Processed Time: 00:00:26 seconds  
Saturation.csv - Column Delimiter: COMMA - Record Count: 23168.

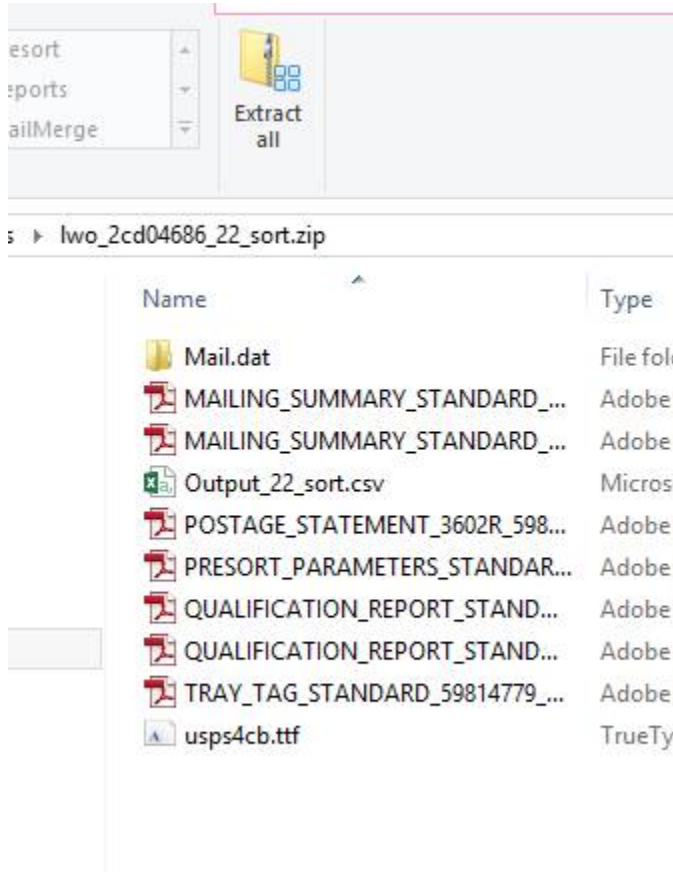
Name	Cost	Number of Pieces	Subtotal Postage
Saturation	\$0.186	21101	\$3,924.786
High Density	\$0.199	125	\$24.875
High Density Plus	\$0.196	1932	\$378.672
Enhanced Line of Travel	\$0.290	0	\$0.000
5-Digit Automation	\$0.000	0	\$0.000
3-Digit Automation	\$0.000	0	\$0.000
ADC Automation	\$0.000	0	\$0.000
Mixed ADC Automation	\$0.000	0	\$0.000
5-Digit NonAutomation	\$0.000	0	\$0.000
3-Digit NonAutomation	\$0.000	0	\$0.000
ADC Non Automation	\$0.000	0	\$0.000
Mixed ADC Non Automation	\$0.301	10	\$3.010
Presorted	\$0.000	0	\$0.000
<b>Total</b>		<b>23168</b>	<b>\$4,331.343</b>

NCOA Status	Credit Cost Details (How does credit system work?)
No NCOA Selected	Postage Savings: \$21,616.82 Total Credits Used: 10000 Report(s) <a href="#">POSTAGE_STATEMENT_3602R_59814779_32112.PDF</a>

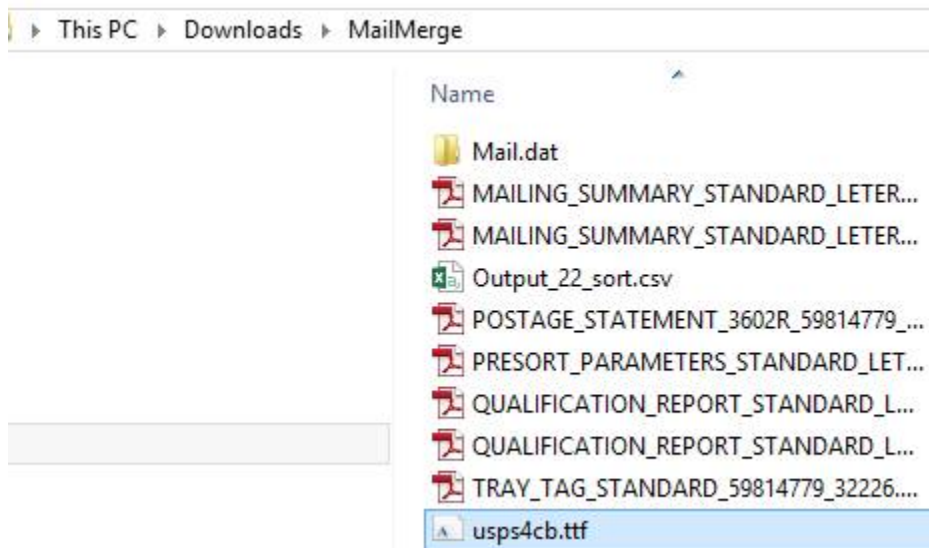


### 2. Extract your file from the the downloaded file. You will need a 3<sup>rd</sup> party program such as WinRAR® or WinZip® if you are using Windows® 7 or Windows XP. For Windows 8 or Windows

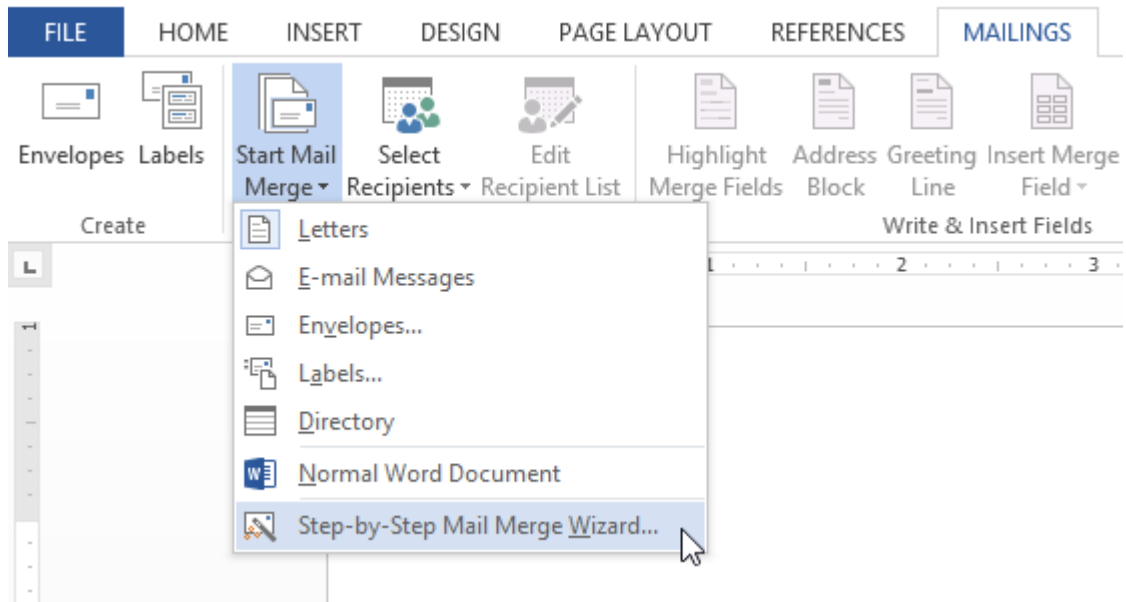
10 just double click the downloaded zip file and click Extract all.



3. If this is your first time doing a Mail Merge with the IMB®, you will right click on the file usps4cb.ttf and choose install. This file will be in the directory of your extracted files.

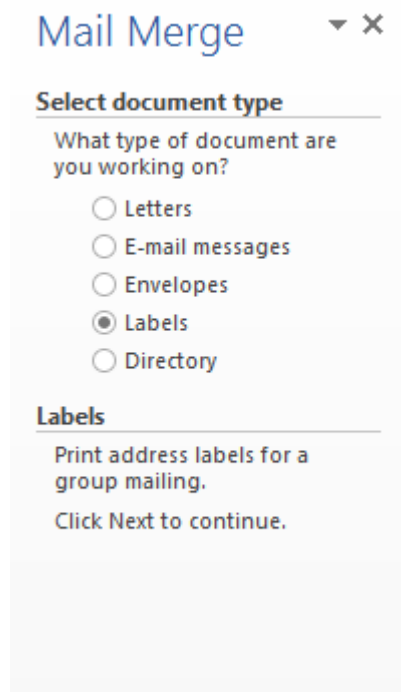


4. Open an existing Word document, or create a new one.
5. From the Mailings tab, click the Start Mail Merge command and select Step by Step Mail Merge Wizard from the drop-down menu.



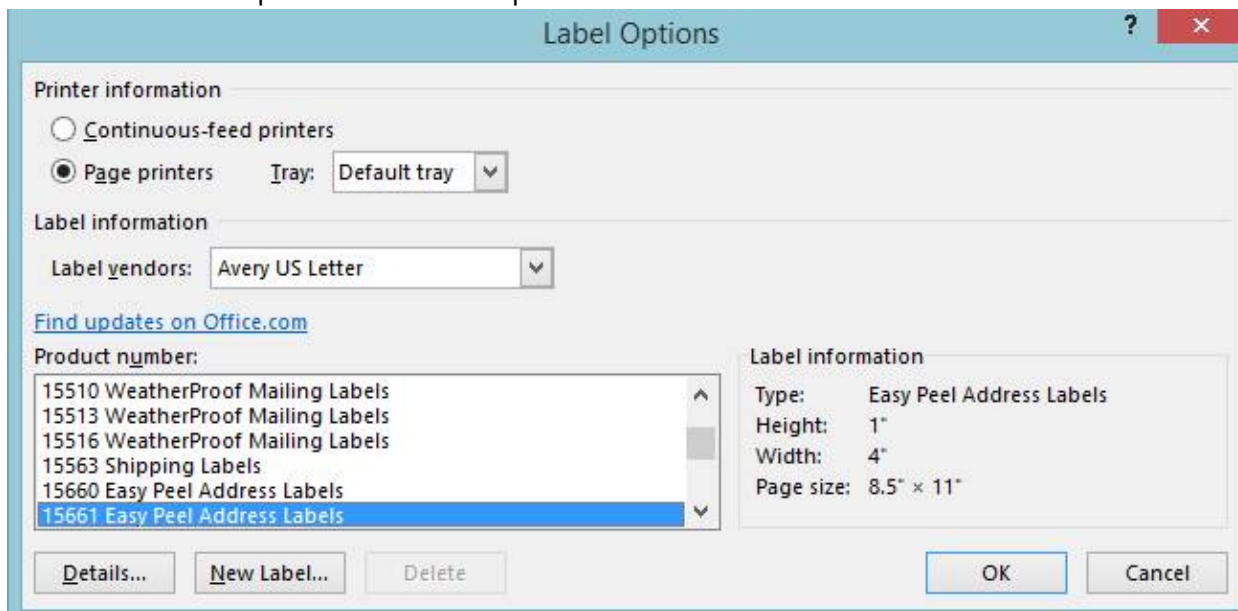
The Mail Merge pane appears and will guide you through the six main steps to complete a merge. The following example demonstrates how to create a mailing label and merge the labels with a recipient list.

- a. Choose the type of document you want to create. In our example, we'll select Labels. Then click Next: Starting document to move to Step 2.

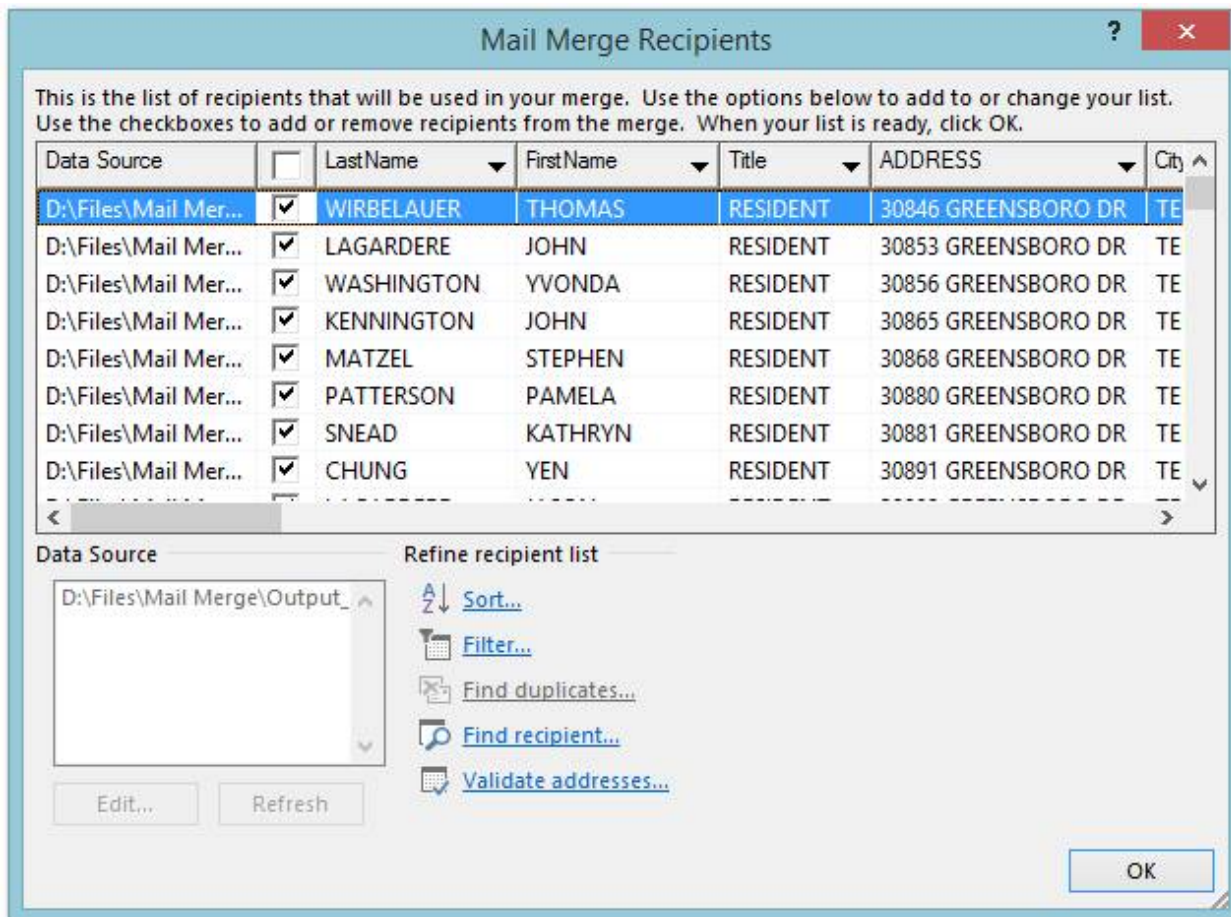


- b. Choose how you want to set up your mailing labels and click Label options and select the labels that you purchased. In our example, we'll select Avery® US Letter – 15661 Easy Peel Address Labels (Make sure the label you use is at least 1 in. x 3.5 in.). Then

click Next: Select recipients to move to Step 3.



- c. Choose Use an existing list and click Browse. Then go the directory where you extracted your files to. Click Next: Arrange your labels to move to Step 4.



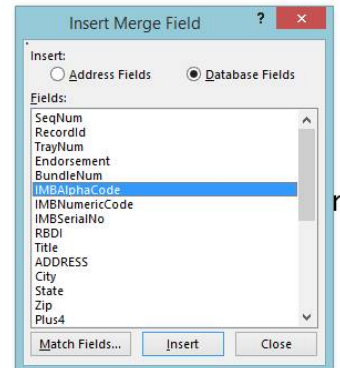
- d. Choose More items and add all the fields you want on your label in the order that you want them. In this example we used Endorsement, FirstName, LastName, Address, City,

State, Zip, Plus4, IMBAlphaCode (Don't worry about spacing yet).

«Endorsement»«FirstName»«LastName»«ADDRESS»«City»«State»  
«Zip»«Plus4»«IMBAlphaCode»

«Next Record»

«Next Record»



rd»

- i. Once you add all your fields, choose Close and add the spaces and separate each address line.

«Endorsement»

«FirstName» «LastName»

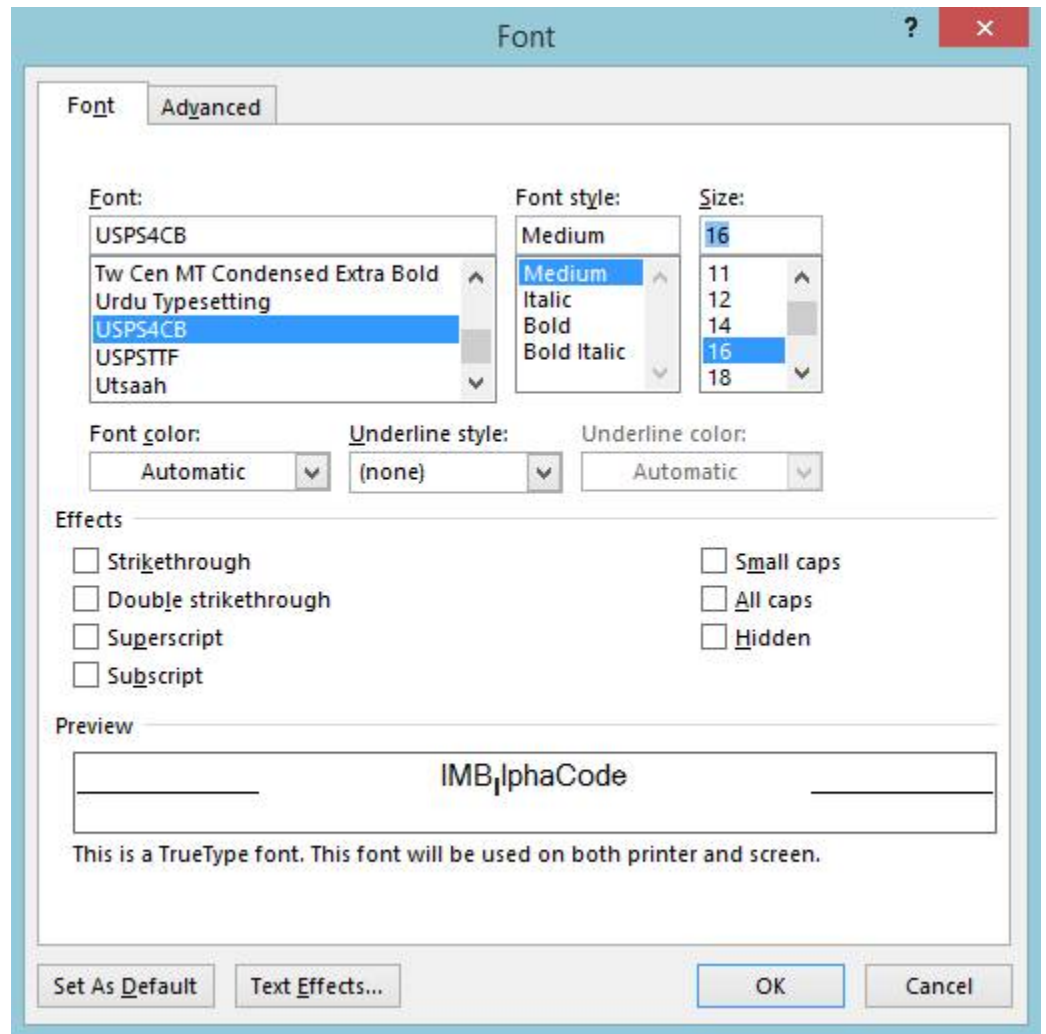
«ADDRESS» «City» «State» «Zip»-«Plus4»

«IMBAlphaCode»

«Next Record»

- ii. Now that your fields are in order, you will need to Format the barcode. You will highlight the IMBAlphaCode field and right click, then select font and choose usps4cb and size 16. After you hit OK, that field will look strange but it will look

fine once we are done.







- iii. Now that you have your label set up and formatted, you will now Update the rest of your labels by choosing Update all labels. Then click Next: Preview your labels to move to Step 5.

## Mail Merge ▼ ×

### Arrange your labels

If you have not already done so, lay out your label using the first label on the sheet.

To add recipient information to your label, click a location in the first label, and then click one of the items below.

-  Address block...
-  Greeting line...
-  Electronic postage...
-  More items...

When you have finished arranging your label, click Next. Then you can preview each recipient's label and make any individual changes.

### Replicate labels

You can copy the layout of the first label to the other labels on the page by clicking the button below.

- e. It might take a little bit of time, but eventually the preview will show up. If everything looks good, click Next: Complete the merge to move to Step 6.

**SCH5-DIGIT 78639**

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- f. It is now time to Save and Print your Mail merge!