

WordPerfect 5.1 – X4

## LABELS FROM A LIST

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Click on any blue, underlined text to go to its linked reference.<sup>1</sup>



To create mass mailings, here is the most efficient way to create a page of identical labels.

1. Open a blank document in WordPerfect.
2. From the MenuBar, Left-click on Format ► Labels.
3. Click on the type of label you wish to use and click Select.
4. Type the information to be duplicated into the label displayed on the screen.
5. From the MenuBar, Left-click on Tools ► Merge.
6. Left-click on Form Document, and then Create Form Document.
7. Ensure “Use file in active window ...” is enabled and click OK.
8. Select “No Association” and click OK.
9. Click Options.
10. Set “Number of copies for each record” to the number of labels on the page (Rows x columns).
11. Click OK.
12. Click Merge.

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