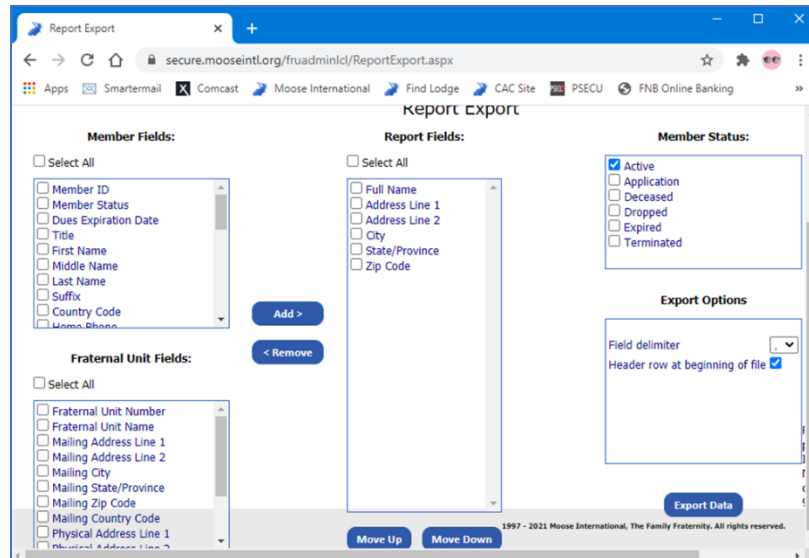
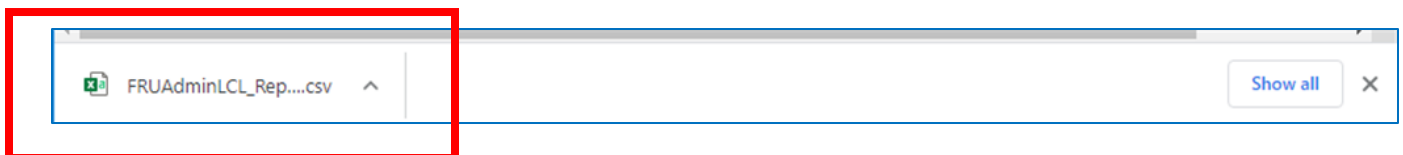


Print Labels from LCL Web:

1. Open LCL Web
2. Click on Reports / Export

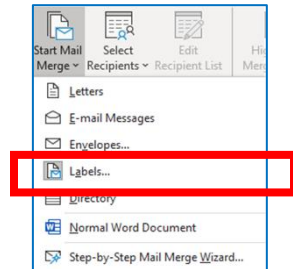


3. In the **Member Fields** box: click the fields needed for Addresses – Full Name, Address 1, Address 2, City, State, Zip Code
4. Click Add to add it to the Reports Field
5. In the **Member Status** box, select Active
6. Click Export Data Button
7. The exported file will appear in the bottom left corner of the screen as a csv file.

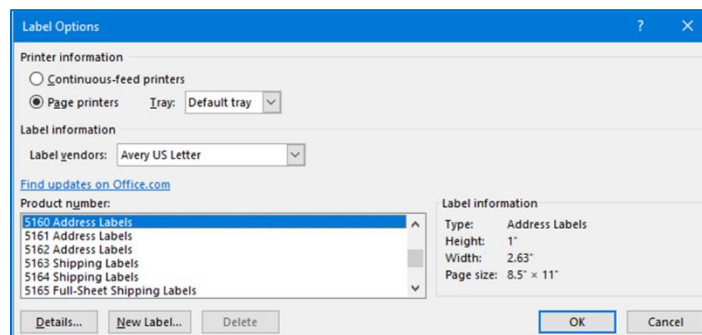


8. Click on the csv file to open the exported data in Excel – widen the columns to make it readable.

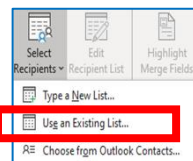
9. Save the file as an Excel file somewhere you will find it easily – preferably the Desktop.
10. Open a New Word Document
11. Click on Mailings on the Menu bar
12. Click the drop-down on Start Mail Merge
13. Click on Labels



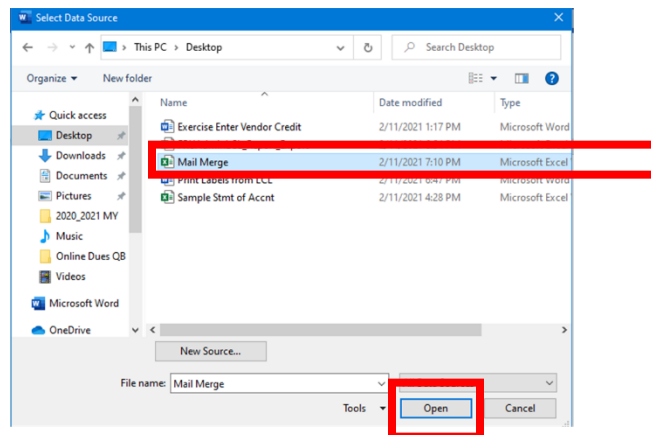
14. In the Label Options box, select the correct label number that you are using. (Most Mailing labels are Avery 5160 – 1” x 2.63”)



15. Click OK
16. Click the drop-down arrow next to Select Recipients
17. Click on Use an Existing List

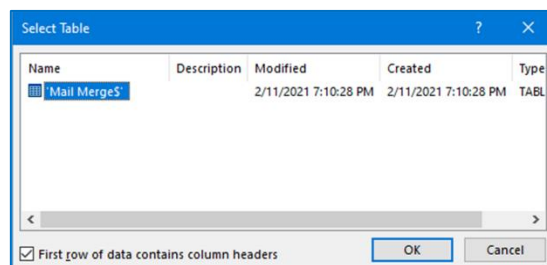


18. In the Select Data Source box, navigate to where the list is saved.



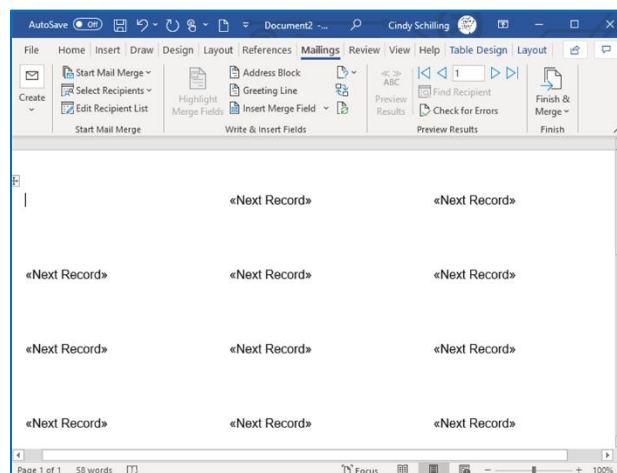
19. Click on the document you will be using

20. Click Open – a Select Table box will appear

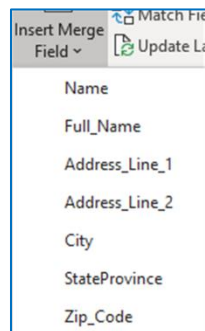


21. Highlight the spreadsheet that will be used for the mail merge, then click OK

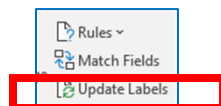
22. Your document will appear as shown below:



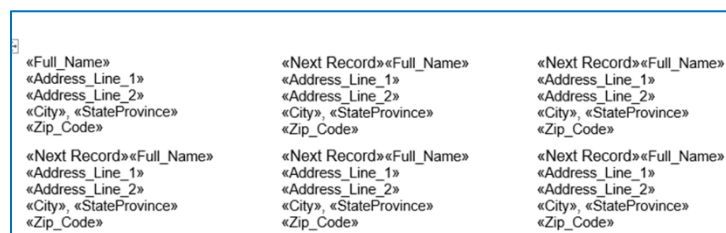
23. Enter merged fields into the first blank field at the top left corner of your Word Document.
24. Click on the Insert Merge Field drop-down arrow. You will see the list of fields from your spreadsheet.



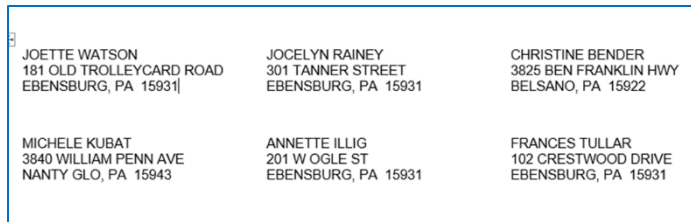
25. Make sure your cursor is in the first space of the blank label. Click on Full Name from the drop-down box.
26. Press Enter to go to the next line. Click on the drop-down from Insert Merge Field and click on Address Line 1
27. Press Enter to go to the next line. Click on the drop-down from Insert Merge Field and click on Address Line 2
28. Press Enter. Click on the drop-down from Insert Merge Field and click on City
29. Type a comma and then add a space - Click on the drop-down from Insert Merge Field and click on State
30. Add two spaces - Click on the drop-down from Insert Merge Field and click on Zip Code
31. Click on the Update Labels button



32. All labels in your document will update with the merge fields.

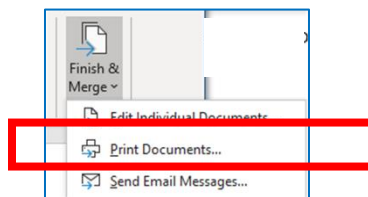


33. Click on the ABC Preview Results tab – the labels will show names and addresses.

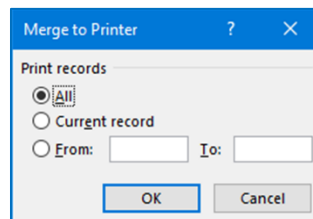


34. You are now ready to print the labels. Click on the Finish and Merge drop-down arrow.

35. Click on Print Documents. A merge to printer box will appear.



36. In the Merge to Printer dialog box, select All then click OK



37. In the Print dialog box, select your printer – click OK – Make sure your labels are in the printer.

